EducompOnline

User Manual - For ‘School Administrator’

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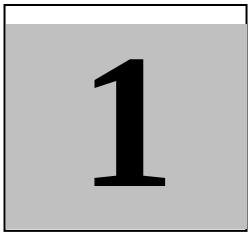

Chapter 1. EducompOnline - Overview

Introduction to EducompOnline

EducompOnline is a virtual school for Educomp Smartclass schools. As part of Educomp Smartclass schools, EducompOnline gives schools an institutional online presence to schools where they can perform a dynamic range of activities that empower them to deliver more value to students, parents, teachers, and principals.

With activities like send a message and, send an important announcement, the schools can inform the teachers, parents, and students about the upcoming events or updates. They can customize their website to match the identity of the school with a logo and use several services offered by EducompOnline. From a single access point, the schools can manage the accounts of teachers and students accounts by adding them into the system, tracking their activities, and viewing content and tests. They can share photos and videos of all the school events by uploading them on the website.

For each school, these activities are performed by a school administrator. The administrator enters the system through a user name and password, which are assigned when a school enrolls for the EducompOnline program.

User Roles

There are 5 levels of access to the EducompOnline website:

- System Administrator
- Principal
- Teacher
- Student
- Parent

The broad difference between the above access levels is that the System Administrator can use all functionality available in all modules, whereas the other roles can use the functionality provided in their relevant modules. For example, a Teacher can add/ remove/ edit the information pertaining to Teacher module only. Similar is the case with Students and Parents. The Principal user, however, has a distinct privilege to accept/ reject the changes submitted to the school website by the System Administrator.

Best Configuration

The EducompOnline Web application is best used on Internet Explorer versions higher than 7.0 or Firefox versions 4.x or above, with a resolution of 1024 X 768 and colour depth of 16 bit or higher. The browser settings should be set to default for best performance.

These settings ensure optimum user-friendliness of the user interface as well as easy maintenance of the application.

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Using this Manual

You can read through the entire manual in sequential order as presented. This method is suggested for first time readers and presents the entire application with logical flow of information enabling easier understanding.

You may also jump to specific sections and subsections for help on that specific feature. This manual presents step-by-step instructions for the workflow in that section. Refer 'Table of Contents' for such selection.

Getting Started

The following information will help you quickly get started with the EducompOnline application.

Logging In

The EducompOnline web application **Login** screen authenticates your identity and lets you in to use the provided functionality. Fill up the User ID and Password provided to you to log into the application.

Image 1.1 Member Login screen

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The **Remember me on this computer** option preserves your login credentials into computer cache to make them available to you at your next login.

If you come across any login related problems, such as forgot password or User ID, or you are facing another error, click the **Are you experiencing login problem?** link to open the following screen. Select the problem you are facing and click Continue to find some suggestion / resolution.

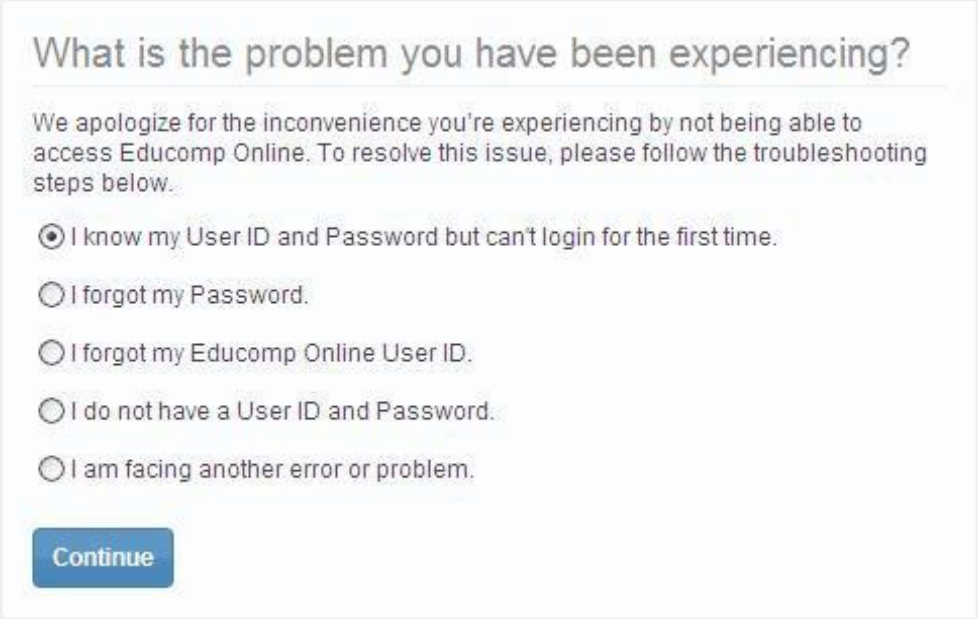
What is the problem you have been experiencing?
We apologize for the inconvenience you're experiencing by not being able to access Educomp Online. To resolve this issue, please follow the troubleshooting steps below.
I know my User ID and Password but can't login for the first time.
I forgot my Password.
I forgot my Educomp Online User ID.
I do not have a User ID and Password.
I am facing another error or problem.
Continue

Image 1.2 Login problems screen

On successfully logging into the Web application, you see the main screen. From here, you can perform all operations specific to the EducompOnline Web Application.

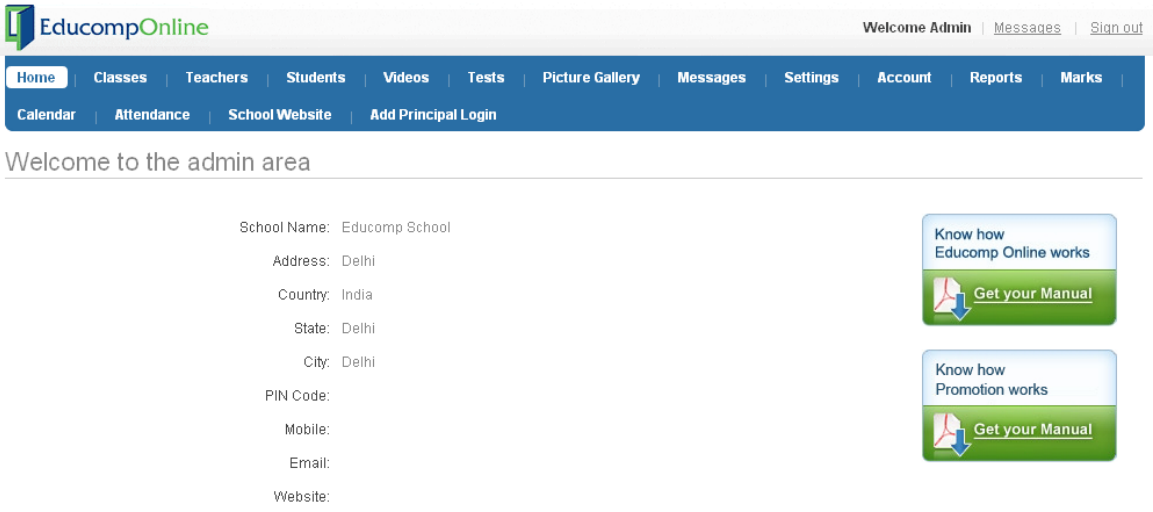
EducompOnline
Welcome Admin | Messages | Sign out
Home | Classes | Teachers | Students | Videos | Tests | Picture Gallery | Messages | Settings | Account | Reports | Marks
Calendar | Attendance | School Website | Add Principal Login
Welcome to the admin area
School Name: Educomp School
Address: Delhi
Country: India
State: Delhi
City: Delhi
PIN Code:
Mobile:
Email:
Website:
Know how Educomp Online works
Get your Manual
Know how Promotion works
Get your Manual

Image 1.3 EducompOnline main screen

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Major Features

A school administrator can use the following major features offered by the EducompOnline website:

- Update school profile
- Add / Edit / Delete Classes
- Add / Edit / Delete Class Sections
- Create/Delete IDs of Students, Teachers and Parents
- View Videos
- View Tests
- Upload / Edit / Delete Pictures
- Create / Edit Message Categories
- Send Messages / Announcements
- View Reports
- Activate Marks for Grades
- View / Create Calendar Events
- Mark Attendance of Students
- Manage School Website CMS
- Add / Edit Principal Details

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Chapter 2. Classes

Adding a New Class

1. Click **Add New Class** to open the **Add Classes to Educomp School** screen. This screen lists the predefined class categories that you need to use as templates. Such categories can be selected or deselected using the given checkboxes. All other classes added to the school so far are also listed and shown as grayed and selected on this screen.
2. Select the class(es) you need to base your new class definition on using the checkbox(es). The fields, **Display Name** and **No. of Sections**, drop down just below the selected class(es).
3. Specify the Display Name and No. of Sections for your new class(es).

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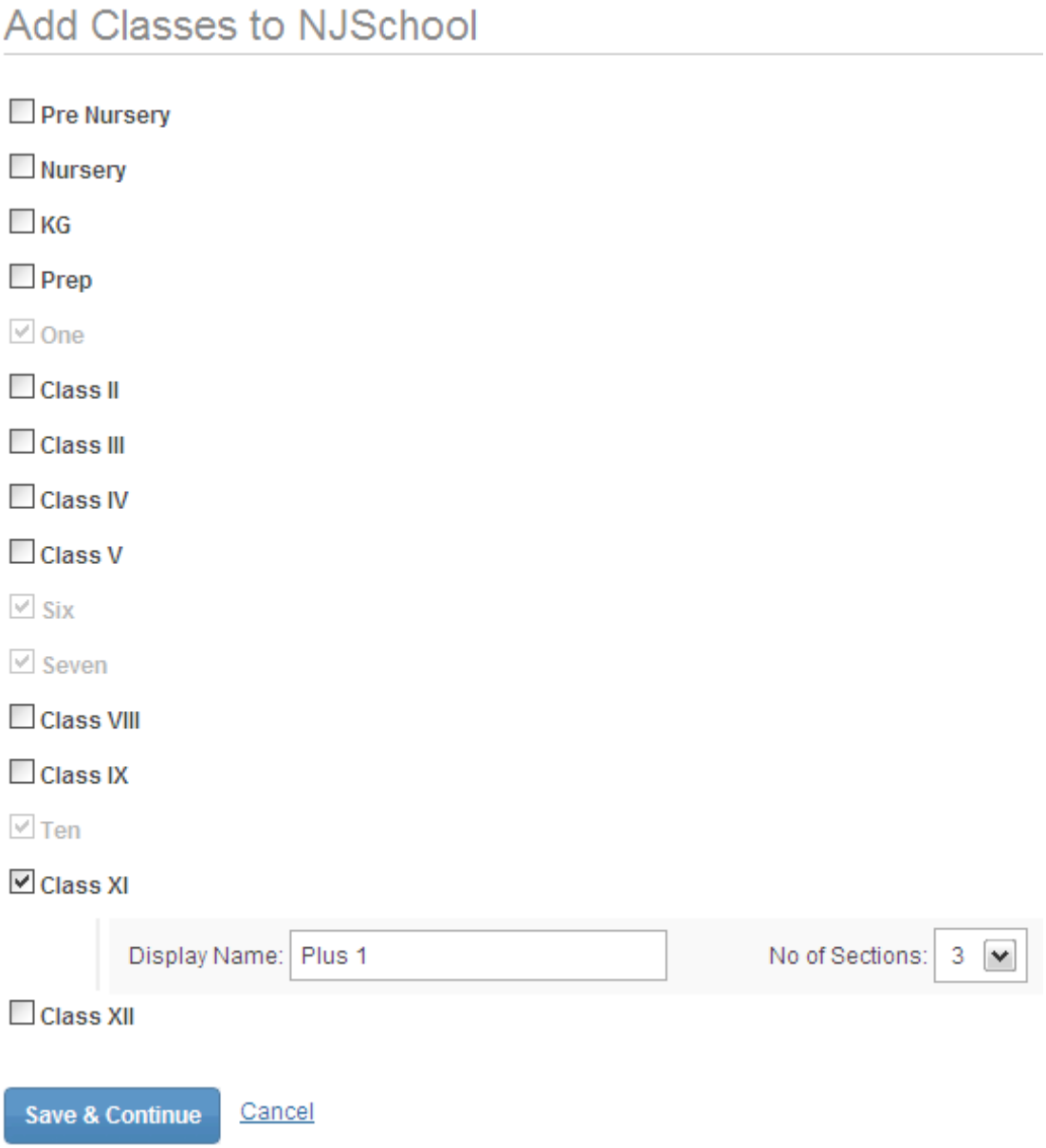

Image 2.1 Add Classes screen

4. Click **Save and Continue** towards the bottom to save changes on this screen and open the next screen, **Assign Subjects to Sections**.
5. Specify values for the **Section Display Name** and **Number of Students in this Section** on this screen and also select the subjects pertaining to this section of the new class.

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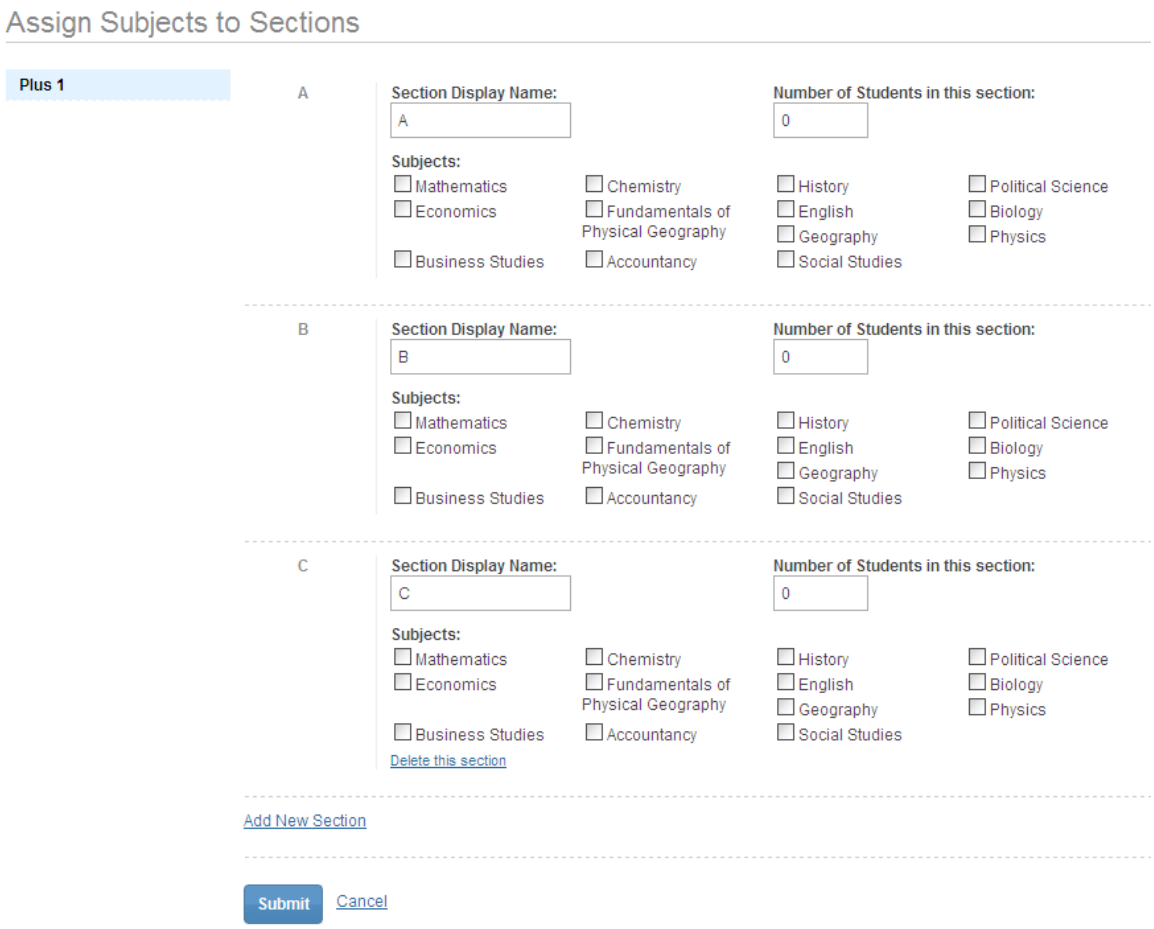

Image 2.2 Add Subjects screen

6. Click **Submit** to save the changes and come back to the **Classes** main screen. The class you just added now appears in the list.

Editing a Class

You can edit the details of an existing class in the following ways:

Add / Remove Subjects

1. Select **Add/Remove Subjects** from the **Actions** dropdown in a section row under the class entry you wish to edit. This opens the **Edit Section** screen.
2. Select or deselect the subjects you wish to add or remove on this screen.
3. Click **Save** to effect the changes and come back to the **Classes** main screen.

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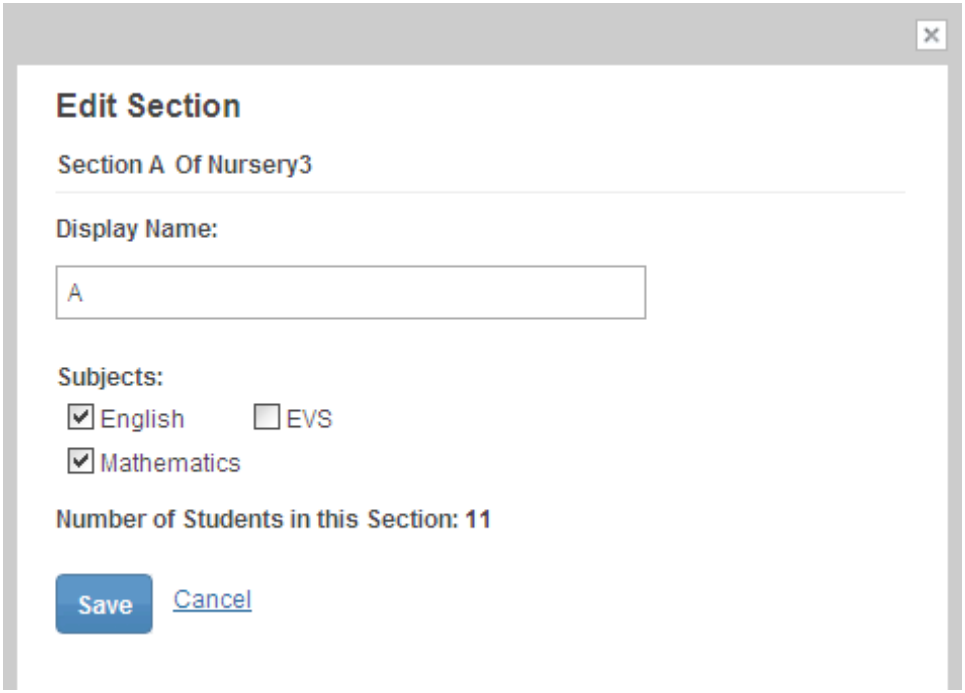

Image 2.3 Edit Section screen

Add Section

1. Click **Add New Section** in the class row you wish to edit. This opens the **Add Section** screen.
2. Specify values for the **Section Display Name** and **Number of Students in this Section** fields.

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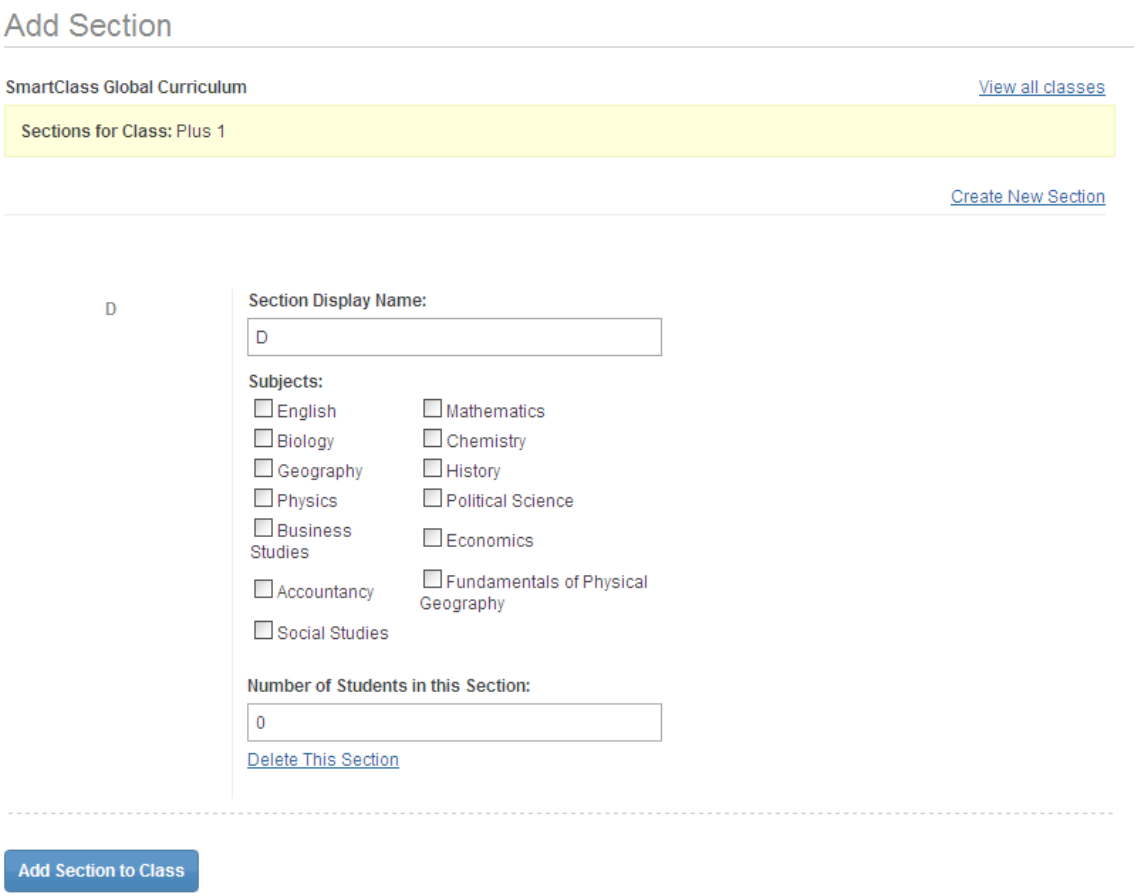

Image 2.4 Add Section screen

3. Click **Add Section to Class** to add the section and come back to the **Classes** main screen. The new section is added to the class entry you had chosen.

Delete Section

1. Select **Delete Section** from the **Actions** dropdown in a section row under the class entry you wish to edit.
2. If no students are yet assigned to this section, then the section is deleted straightaway. Otherwise, a message pops us asking to assign the students for this section to some other section and then try deletion again. Such re-assignments can be done from the **Students** module, as explained in Chapter 4. You also need to assign the teacher(s) assigned to this particular class section to some other section before deleting the section. You can do so from the **Teachers** module, explained in Chapter 3.

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Deleting a Class

1. Click **Delete** Class link on the top right area for the class entry you wish to delete.
2. Before deleting a class, you must have assigned the students under its sections to some other sections of another class. Once you have done that, the class gets deleted and the entry is cleared from the **Classes** main screen.

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Chapter 3. Teachers

The **Teachers** module lets you create teachers IDs and link the teachers with proper classes, sections and subjects they teach.

From the **Teachers** main screen, you can add a teacher, view list of teachers, download teachers' list, view particular teacher details, add / remove classes from a teacher's profile, reset the teacher account password, and delete a teacher.

The **Filter By** alphabet links let you filter the teachers' list below based upon the initial alphabet.

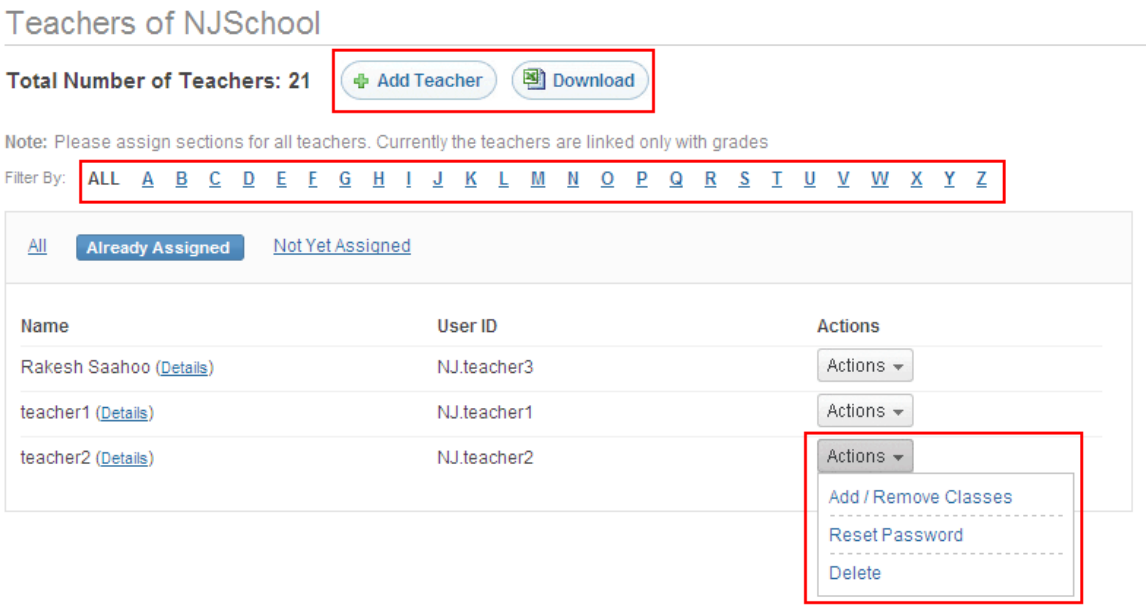

Image 3.1 Teachers main screen

Viewing Teacher Details

1. Click the **Details** link next to the teacher name you wish to view details for. The row for this particular teacher expands in the area below to show some

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important details about the teacher, like email ID, classes, sections, and subjects that the teacher is associated with.

2. Click the **Hide** link to get back to the normal list view.

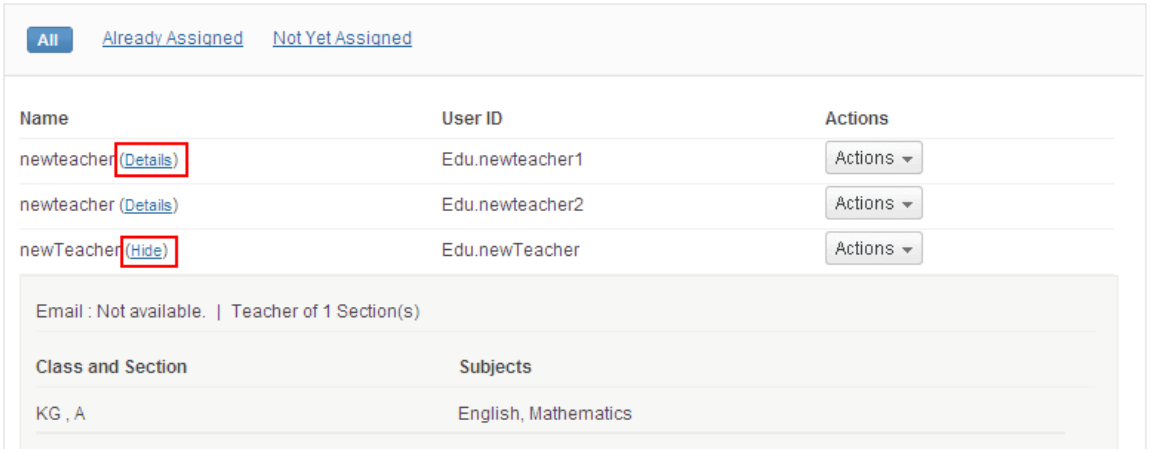

Image 3.2 Teachers main screen

Adding a Teacher

1. Click **Add Teacher** to open the **Add New Teachers** screen.
2. Specify the names of the teachers you wish to add.
3. Click **Add Teachers** to add the teachers and come to the **Teachers** main screen. The new teachers are added to the teachers' list.

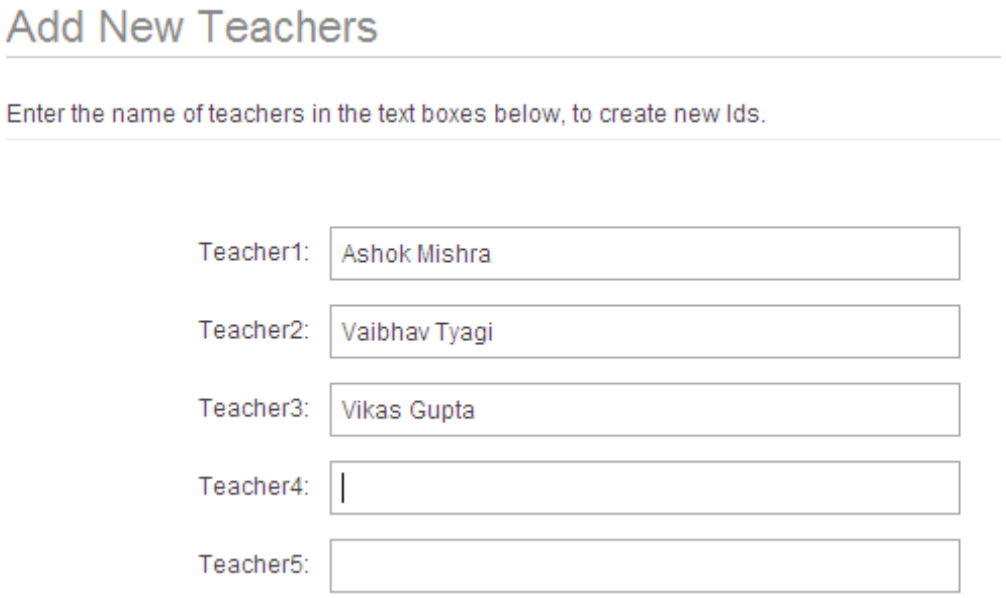

Image 3.3 Add Teacher screen

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Adding / Removing Classes

1. Select **Add/Remove Classes** from the **Actions** dropdown in a teacher row where you wish to add or remove classes. This opens the **Assign Classes To Teacher** screen, which lists down all classes for the school.
2. Select or deselect the classes for which you wish to add or remove subjects for the teacher. When you select a class, the list of sections drops down. You must ensure assiging a teacher the appropriate class section(s) and subjects.
3. Select or deselect the sections you wish to add or remove for the particular teacher using the available checkboxes. When you select a class, the list of subjects drops down.
4. Select or deselect the subjects you wish to add or remove for the particular teacher using the available checkboxes.
5. Click **Assign Classes** to associate the selected subjects with the particular teacher to return to the **Teachers** main screen. A message on the main screen suggests that the subjects are added to the teacher successfully.

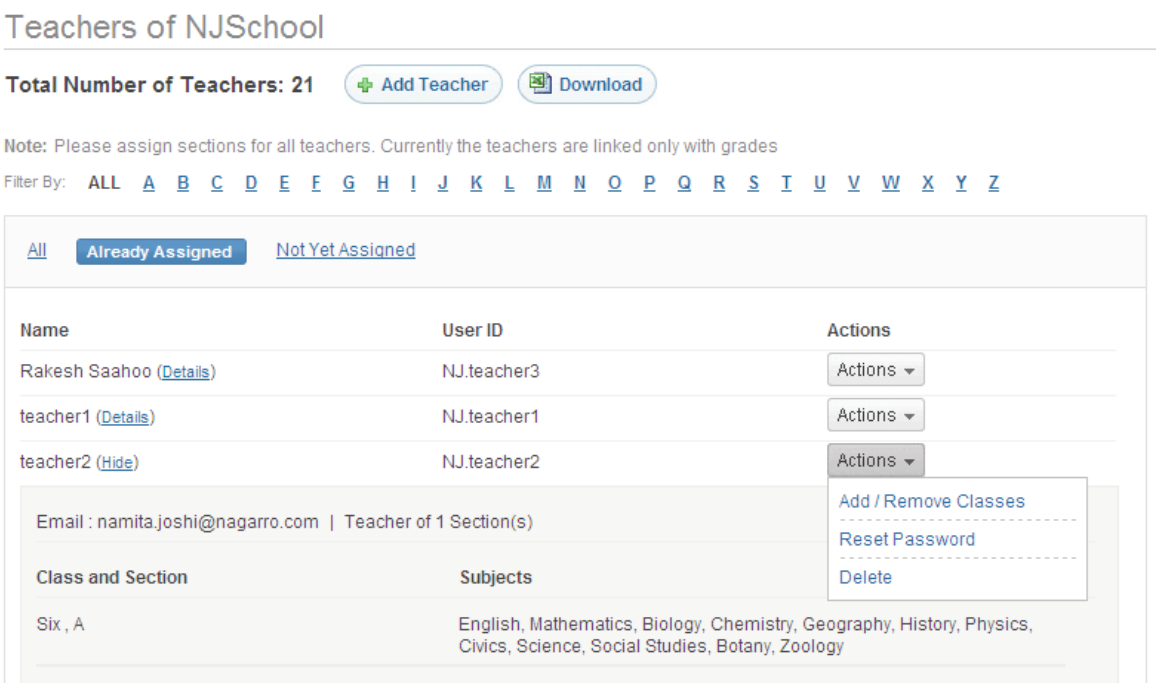

Image 3.4 Assign Classes To Teacher screen

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Resetting the Teacher Password

1. Select **Reset Password** from the **Actions** dropdown in a teacher row where you wish to reset password. This opens the **Reset Password** screen.
2. Specify the new password and confirm password on this screen.
3. Click **Save** to reset password and return to the **Teachers** main screen.

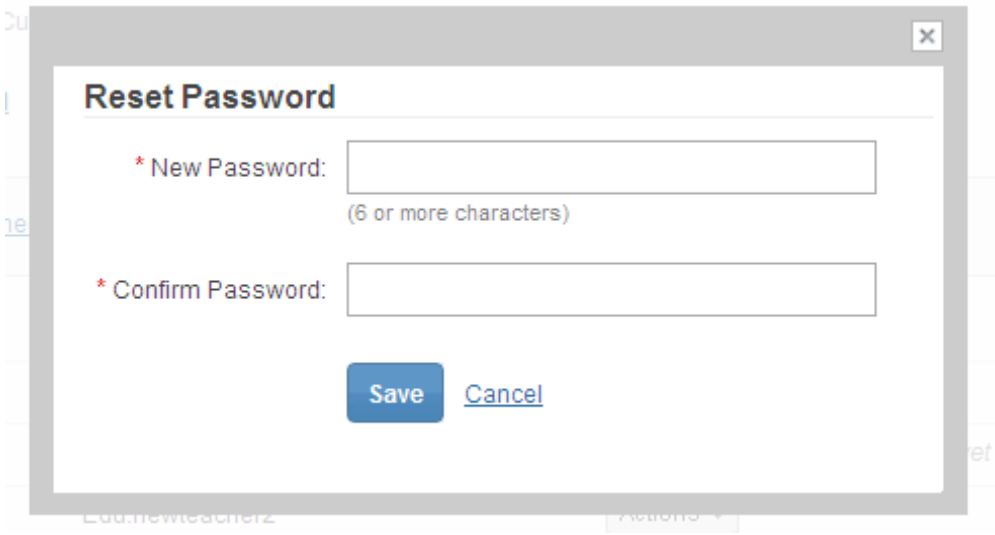

Image 3.5 Reset Password screen

Deleting a Teacher

1. Select **Delete** from the **Actions** dropdown in the teacher row, which you wish to delete. A message window to confirm your action pops up.
2. Affirm your action by clicking **OK** and the teacher is deleted from the school records. A message on the top of the main screen informs about the deletion.

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Chapter 4. Students

The **Students** module lets you manage student details, such as the number of students per section, and their account details.

From the **Students** main screen, you can add students, view list of students in each section, download / upload students' list, edit particular student's details, view parent details, reset the student and parent passwords, and delete a student record.

The **Students** main screen lists various classes in your school, the sections under each class, and number of students in each section of the class. The Actions dropdown enables to perform most of the different features available under the **Students** module.

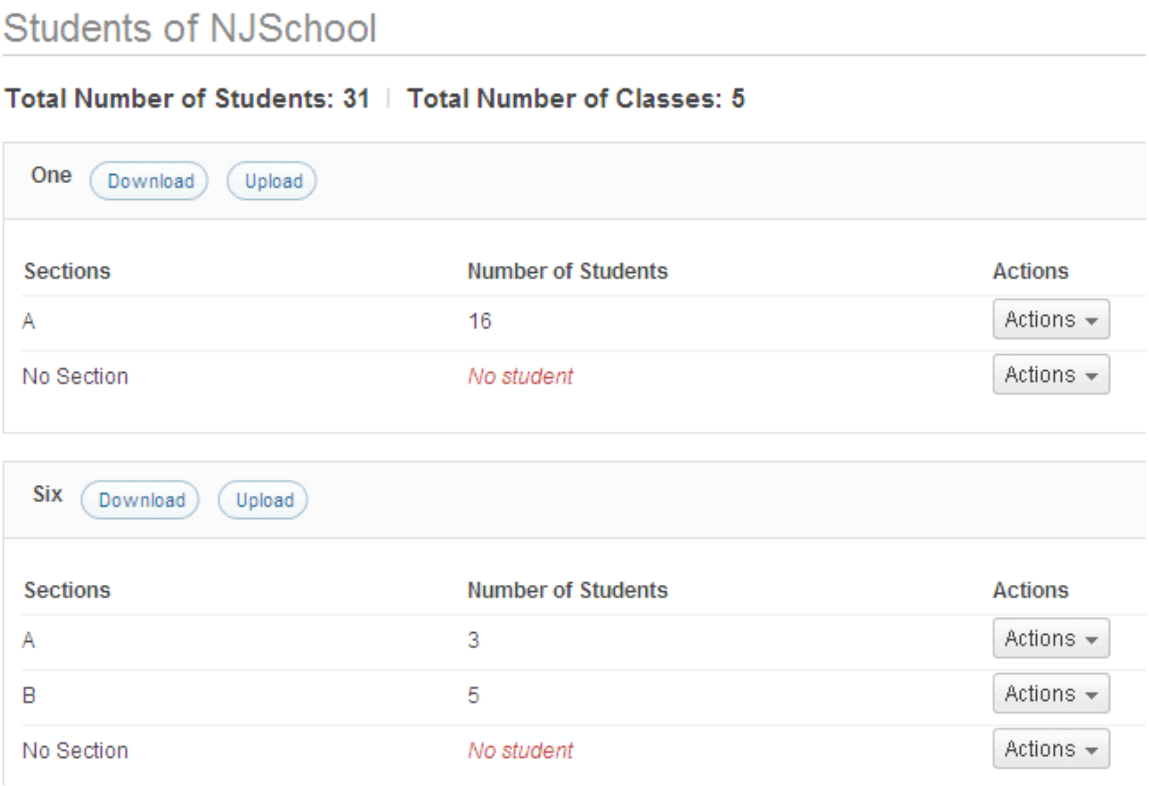

Image 4.1 Students main screen

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Viewing Students

Click **View Students** from the **Actions** dropdown for the class section whose students you wish to view. This opens the **Students of *<Class>* *<Section>*** screen displaying the students under the selected class section.

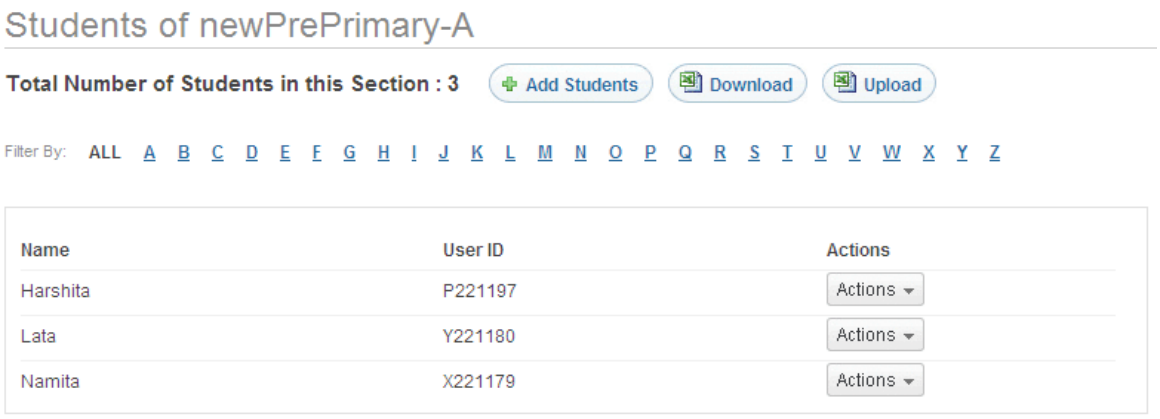

Image 4.2 View Student Details

Adding New Students

1. Under the **Students of *<Class>* *<Section>*** screen, click **Add Students** to open the **Add More Students** window. Alternatively, from the main Students screen, you can select **Add New Students** from the **Actions** dropdown for the class section under which you wish to add new students.
2. Specify the number of students you want to add to the selected section of the class.
3. Click **Add** to close this window and the selected number of student IDs are created and added to the list of students under the selected section. The message, "Student IDs have been successfully generated. Your Parent ID creation would take 12 hours.", is displayed towards the top of the screen.

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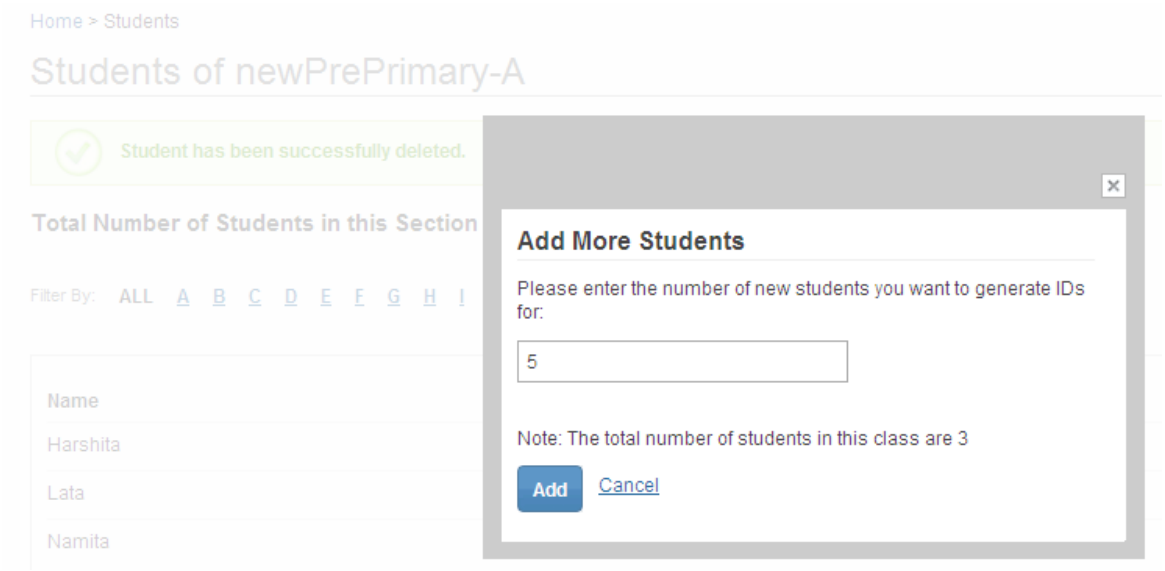
Home > Students
Students of newPrePrimary-A
Student has been successfully deleted.
Total Number of Students in this Section
Filter By: ALL A B C D E F G H I
Name
Harshita
Lata
Namita
Add More Students
Please enter the number of new students you want to generate IDs for:
5
Note: The total number of students in this class are 3
Add
Cancel

Image 4.3 Add More Students screen

Editing Student Details

1. Under the **Students** screen, select **Edit Student Details** under the **Actions** dropdown for the student record you wish to edit. This opens the **Edit Class Section** screen.
2. Here, you can edit the student name and the section he/she belongs to by making the required changes.
3. Click **Save** to effect the changes made. You are returned to the **Students** screen and the changes are updated.

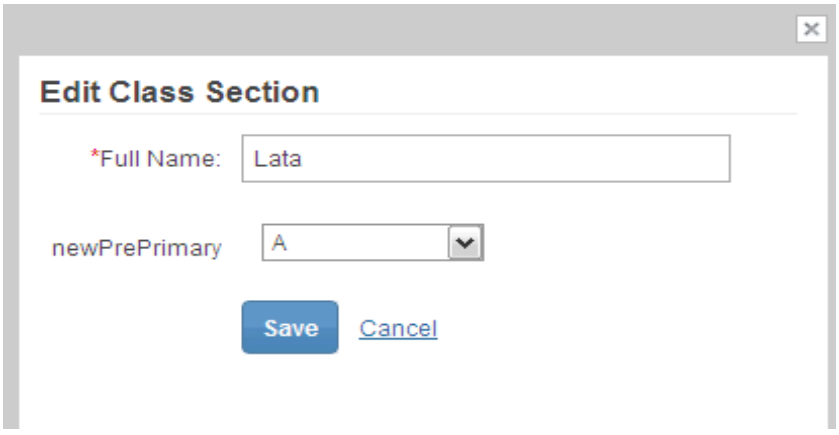

Image 4.4 Add More Students screen

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Viewing Parent Details

1. Under the **Students** screen, select **Parent Details** under the **Actions** dropdown for the desired student. This opens the **Parent Details** screen.

Image 4.5 Parent Details screen

Changing Student Password

1. Under the **Students** screen, select **Change Student Password** under the **Actions** dropdown for the desired student. This opens the **Reset Password** screen.
2. Specify the new password and confirm password on this screen.
3. Click **Save** to reset password and return to the **Students** main screen.

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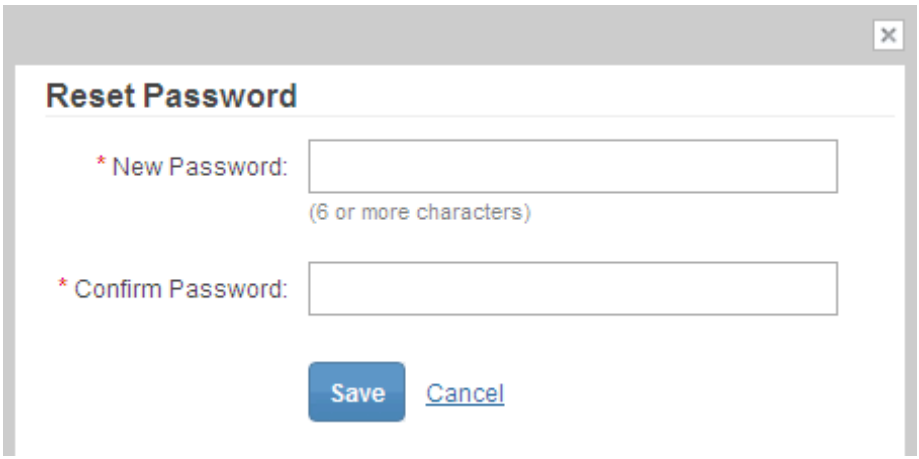

Image 4.6 Reset Password screen

Changing Parent Password

1. Under the **Students** screen, select **Change Parent Password** under the **Actions** dropdown for the desired student. This opens the **Reset Parent Password** screen.
2. Specify the new password and confirm password on this screen.
3. Click **Save** to reset password and return to the **Students** main screen.

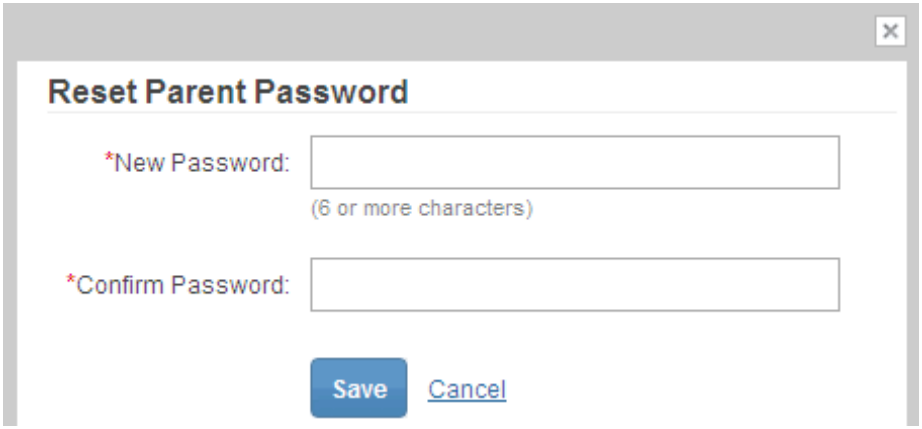

Image 4.7 Reset Parent Password screen

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Downloading Students' List

The student details data for a particular section can also be edited in bulk from a single .XLS sheet. This sheet can be downloaded as described below.

1. Under the main **Students** screen, click **Download** under the section group for which you need to view or update the student data. A message box suggests that you should follow the same format as in the downloadable sheet in order to update the changes successfully.
2. Click **Ok** on this message window and the .XLS file is downloaded on to your computer.

Class	Section	Roll No	Student Name	UserName	Student Password	Parent Username	Parent Password	Student Email	Student Phone No	StudentId
One	A	1	Namita	Z4936645		D4936649		ad@dfde.com	9999511550	4936645
One	A	2	Sfoorti	A4936646		E4936650			9999511550	4936646
One	A	3	B4936647	student3		parent3			9999511550	4936647
One	A	4	C4936648	C4936648	77875546	G4936652	14258f8a			4936648
One	A	5	P4936765	P4936765	620d93e3	C4936778	529804b5			4936765
One	A	6	Q4936766	Q4936766	a0e49275	D4936779	9584a995			4936766
One	A	7	R4936767	R4936767	1f3a0f78	E4936780	36256159			4936767
One	A	8	S4936768	S4936768	04d4ab9f	F4936781	da088d2c			4936768
One	A	9	T4936769	T4936769	a74d9273	G4936782	4c4af317			4936769
One	A	10	U4936770	U4936770	b933c2e4	H4936783	c63115dc			4936770
One	A	11	V4936771	V4936771	e9d85281	I4936784	4e7d1d73			4936771
One	A	14	Y4936774	Y4936774	5533f87b	L4936787	7196cf13			4936774
One	A	15	Z4936775	Z4936775		M4936788	049112cf			4936775
One	A	16	A4936776	A4936776	7afbc671	N4936789	de9e1d12			4936776
One	A	17	B4936777	B4936777		O4936790				4936777
One	A	18	F4936807	F4936807	5963cdbd	G4936808	fdfafb9b			4936807

Image 4.8 Sample Downloaded XLS

Uploading Students' List

1. Make changes to the sheet as required. It is important to know that only the **Student Name**, **Parent Name**, **Email**, and **Phone** details can be edited in this sheet for successful uploading.
2. Under the main **Students** screen, click **Upload** under the section group for which you need to update the student data. The Upload Student screen is displayed.
3. Browse to your updated sheet on your local disk and click **Upload**. If everything is done correctly, a message, "Document has been uploaded successfully" will get displayed towards the top of the screen.

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Image 4.9 Upload Student window

Deleting a Student

1. Under the **Students** screen, select **Delete** under the **Actions** dropdown for the desired student. A message window confirms your action.
2. Click **OK** to complete deletion. The student record is deleted and a message, "Student has been successfully deleted." is displayed towards the top of the screen.

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Chapter 5. Videos

The **Videos** module provides links to the various interesting videos uploaded by Educomp or different classes. These self-paced informative videos are meant to act as an aid to students' day-to-day education.

You can view these uploaded videos by selecting the relevant class and subject under it from the left pane under **Videos** main screen. This displays the videos for that subject of that class in the right centre area.

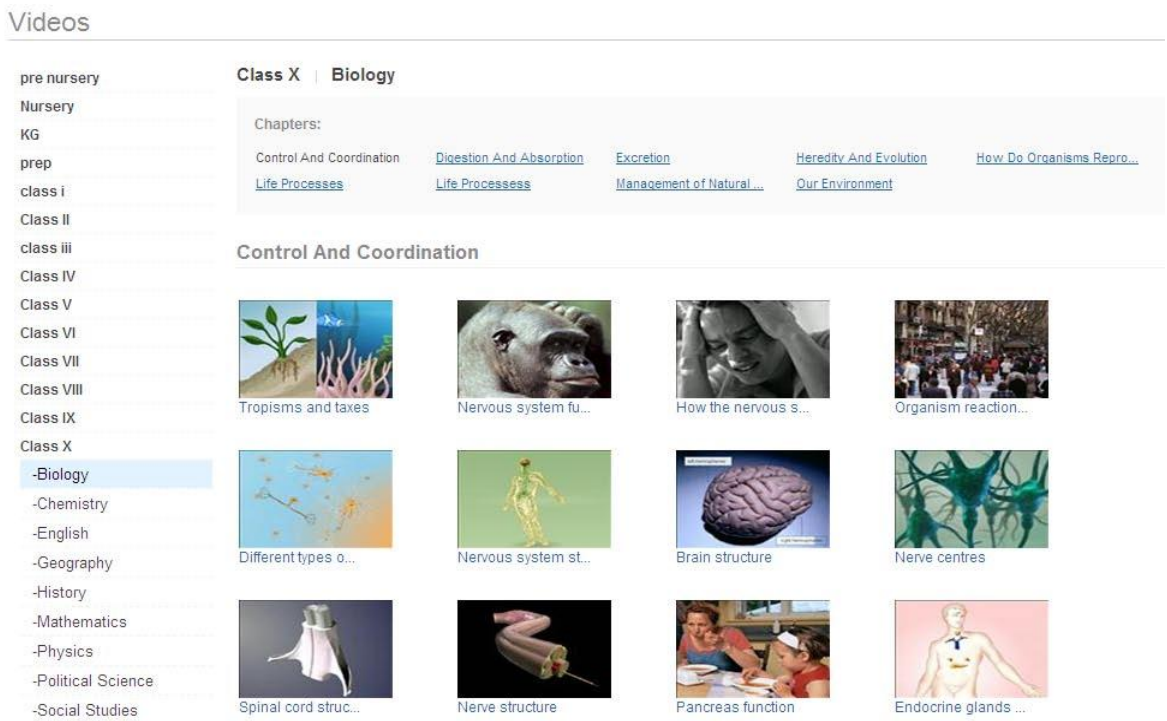

Image 5.1 Videos selection screen

Click the video you wish to play. While the selected video plays in the right centre area, the links to other videos and tests under the same chapter are displayed alongside.

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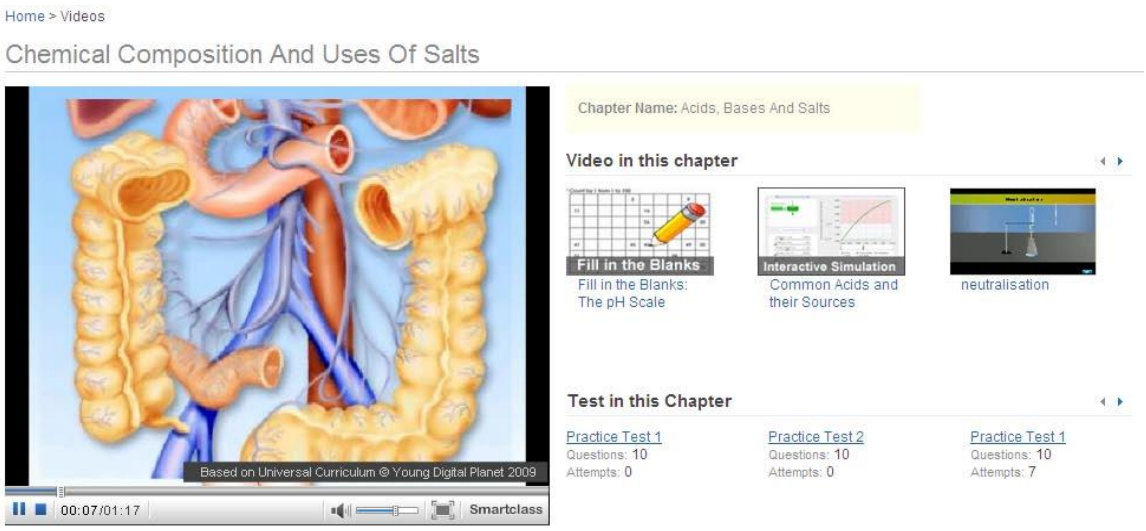

Image 5.2 Videos play screen

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Chapter 6. Tests

The **Tests** module provides links to the various interactive practice tests for different subjects under various classes. These tests are created by the subject teachers for the sake of giving their students the practice for their preparations on different chapters/ topics.

You can preview these uploaded tests by selecting the relevant class and subject under it from the left pane under **Tests** main screen. This displays the tests for that subject of that class in the right centre area.

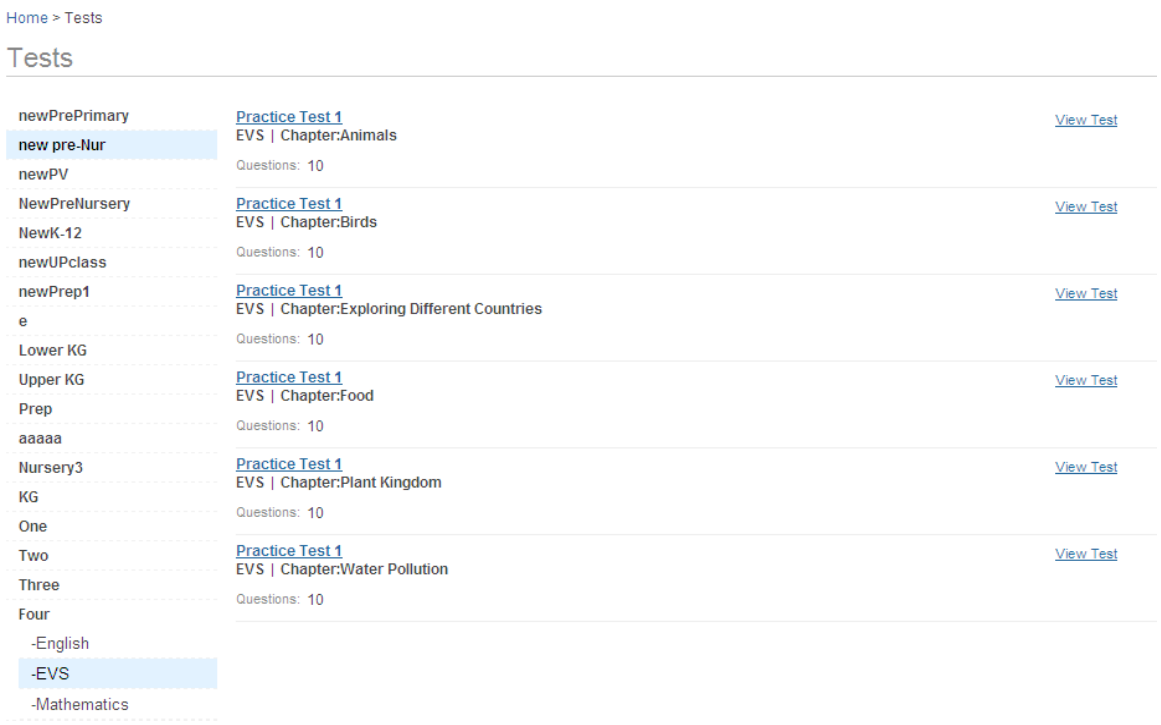

Image 6.1 Tests selection screen

© Copyright EducompOnline

Click the test you wish to preview. The test is previewed and links to other related tests are also displayed on the right side.

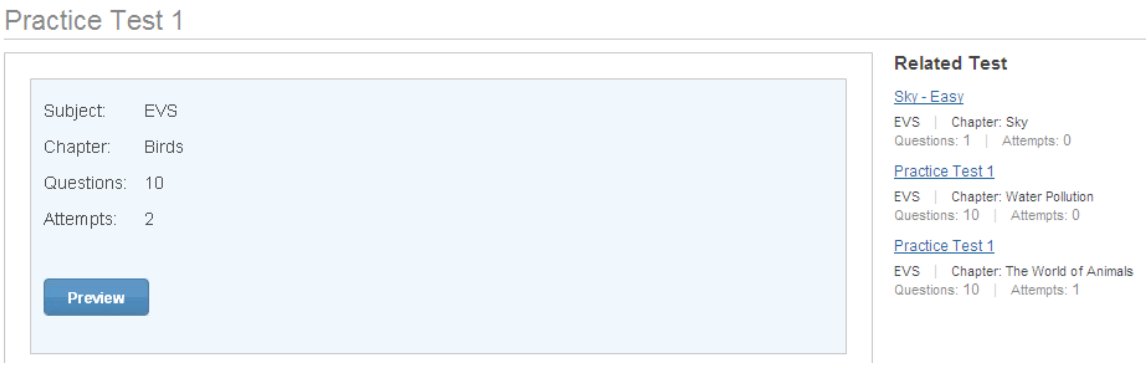

Image 6.2 Tests preview screen

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7

Chapter 7. Picture Gallery

The **Picture Gallery** module enables users in different roles to add, view, and edit pictures and picture albums.

As the school administrator, you can add, edit, and delete albums and pictures. Here are the steps to do so:

Adding New Album

1. Click **Add New Album** link to open the **Add New Album** pop up screen.
2. Specify the album name and click **Save** to create a new album by the specified name.
3. The pop up screen is closed and a message is displayed suggesting that the new album is successfully added.

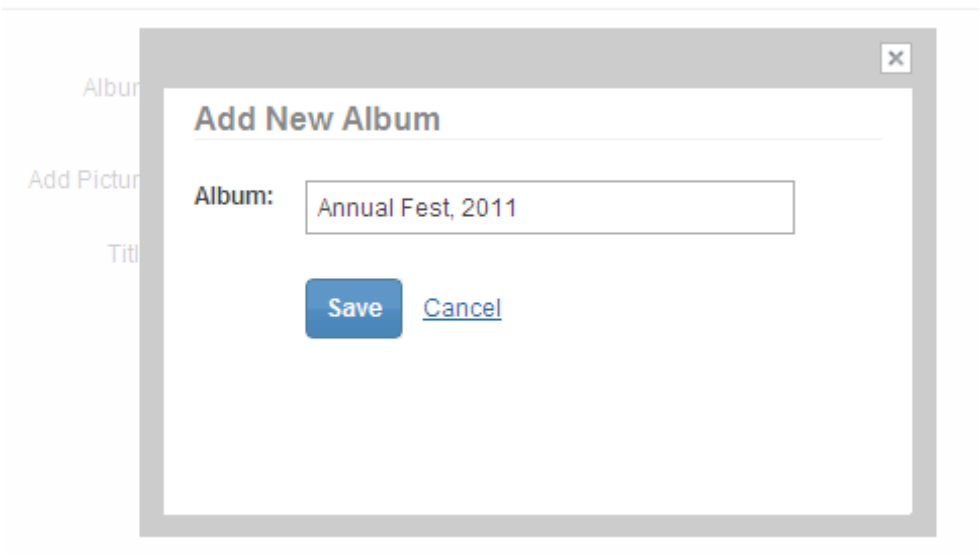

Image 7.1 Add New Album screen

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Adding Pictures to an Album

1. Click the **Add Picture** link from the left pane to open the **Add Picture** screen.
2. Select the album to which you wish to add pictures from the **Album:** dropdown.
3. Click **Browse...** and choose the picture files to be uploaded to the selected album.
4. Specify a title for the picture to be uploaded in the **Title:** field.
5. Click **Add Picture** to add the selected picture to the chosen album. A message suggests that you have successfully uploaded one photo.

Editing Pictures

You can change the caption or the picture files for individual picture files added to an album or you can delete one or more pictures from an album in this section.

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Edit Pictures

1. Click the **Edit Picture** link from the left pane to open the **Edit Picture** screen.
2. Select the album under which you wish to edit pictures from the **Select by Album** dropdown.
3. Click the **Edit** link next to the picture you wish to edit. This opens the **Edit Picture** pop up screen.
4. Here, you can change the picture file or the picture title.
5. Click **Save** when done making the changes. A message suggests that your changes have been successfully updated.

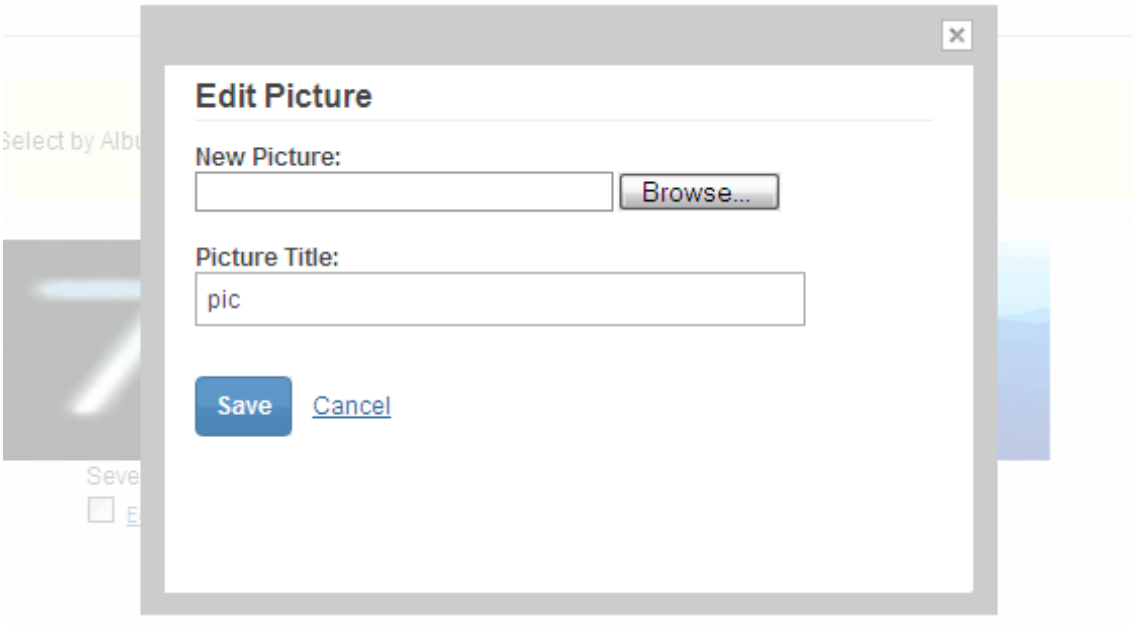

Image 7.2 Edit Picture screen

Delete Pictures

1. Click the **Edit Picture** link from the left pane to open the **Edit Picture** screen.
2. Select the album under which you wish to delete pictures from the **Select by Album** dropdown.
3. Select the picture(s) you wish to delete. You can click the **Select All** link to select all pictures under the selected album.
4. Click **Delete**. A message box confirms if you are sure about the deletion.

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5. Click **OK** and the picture is deleted from the selected album.

Deleting an Album

1. Under the **Picture Gallery** main screen, click the **Delete Album** link to open the **Delete Album** pop up screen.
2. Click **Delete** next to the album record you wish to delete. A message box confirms if you are sure about the deletion.
3. Click **OK** to confirm deletion. If the album had no pictures, it gets deleted. Otherwise, a message suggests that the album could not be deleted as it had pictures in it. Delete the contained pictures in the second case and then repeat the above steps to delete an album.

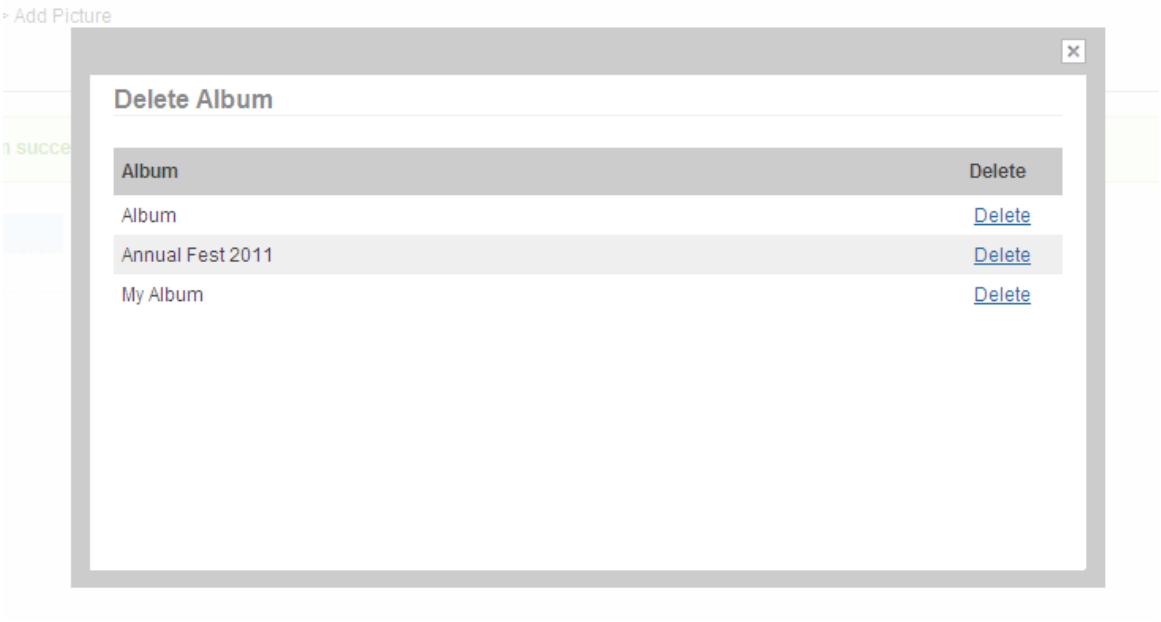

Image 7.2 Delete Album screen

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Chapter 8. Messages

The **Messages** section provides you the links to compose messages and announcements. It also stores the sent and received messages and announcements. Here, you can compose announcements and messages, view sent announcements and messages, and check received messages and announcements.

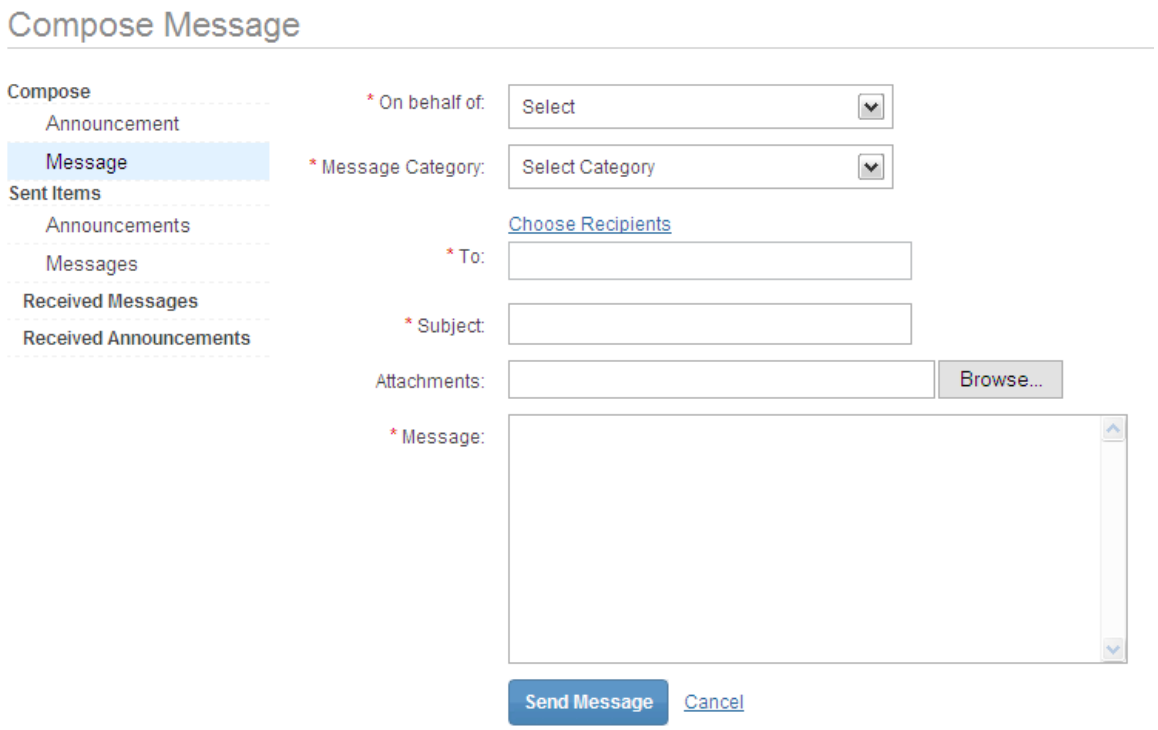

Image 8.1 Messages screen

For checking the received / sent messages and announcements, click the relevant links from the left pane. To compose messages and announcements, perform the following steps:

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Composing an Announcement

1. Click **Compose – Announcement** link to open the **Compose Announcement** screen on the right of the screen.
2. Use the available fields to select the intended recipients: Teachers, Students, Parents, or All. Specify the subject, message, link (if any), and attachments (if any).
   Note: You can also choose to have this announcement received on registered mobiles. A maximum of 125 characters can be received on a mobile.
3. Click **Send Announcement** to send out the drafted announcement.

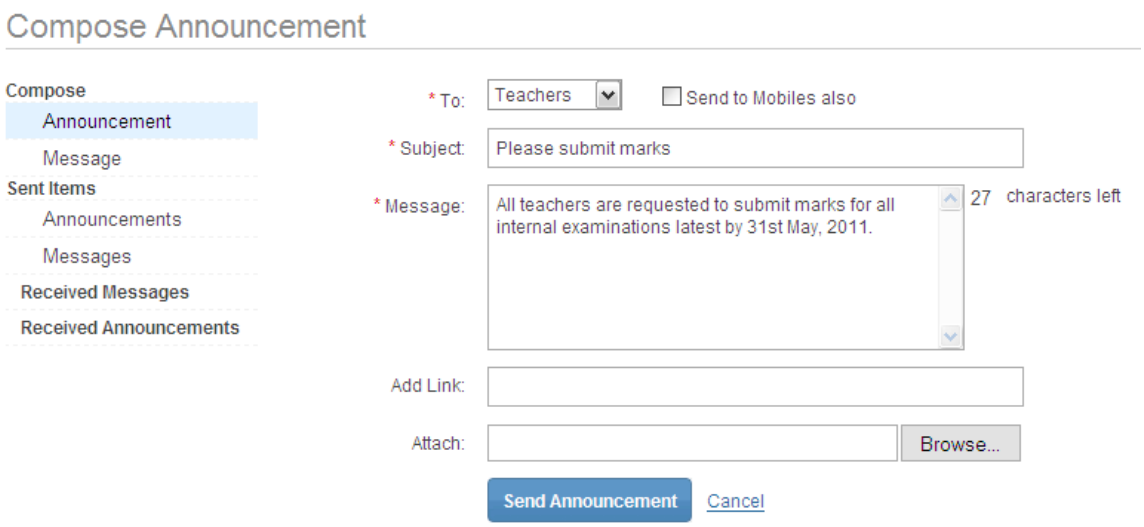

Image 8.2 Compose Announcement screen

Composing a Message

1. Click **Compose – Message** link to open the **Compose Message** screen on the right of the screen.
2. Use the available fields to select on whose behalf you wish to send out the message. Choose one from the available Message Categories. Specify the subject, message, and attachments (if any). Choose Recipients.
3. Click **Send Message** to send out the drafted message.

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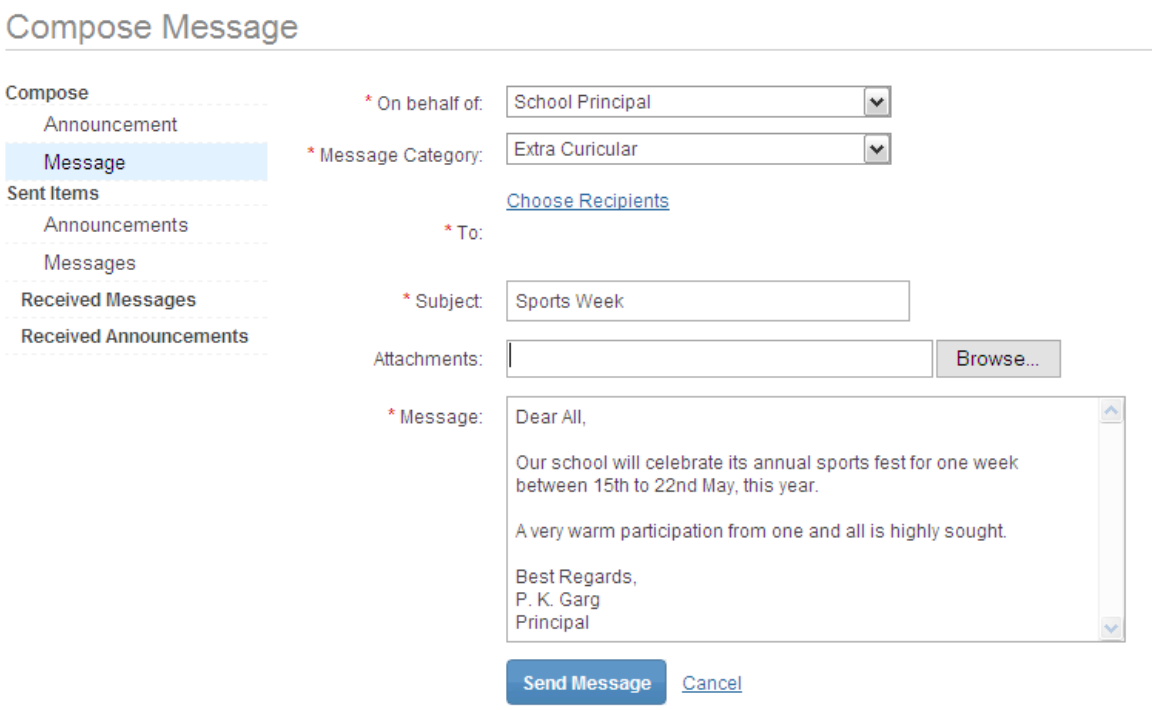

Image 8.3 Compose Message screen

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9

Chapter 9. Settings

The privilege to send out messages lies with the Teachers and School Admin users only. As a school administrator user, you can manage the message categories and also control their access levels. The **Settings** tab lets you do so. Here are the steps:

Adding a New Category

1. Click the **Add New Category** link to open the **Add New Category** screen.
2. Here, specify the **Category Access** and **Category Name** values.
3. Click **Save** to add category.

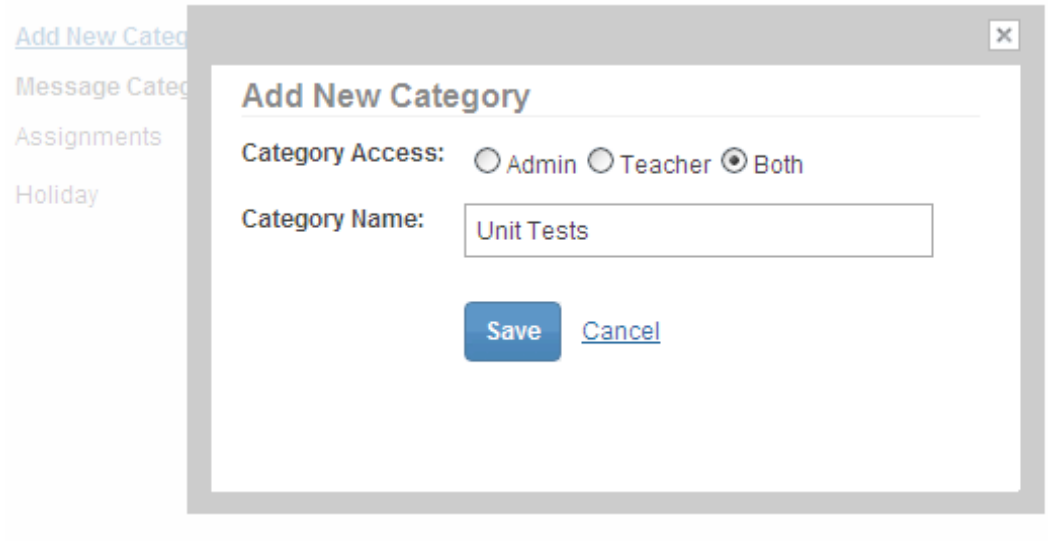

Image 9.1 Add New Category screen

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Changing Access Level

1. Click the **Change Access** link next to the message category. This opens the **Change Access** pop up screen.
2. Change the **Category Access** settings as desired.
3. Click **Save** to submit the changes. A message suggests that the category access level has been successfully changed.

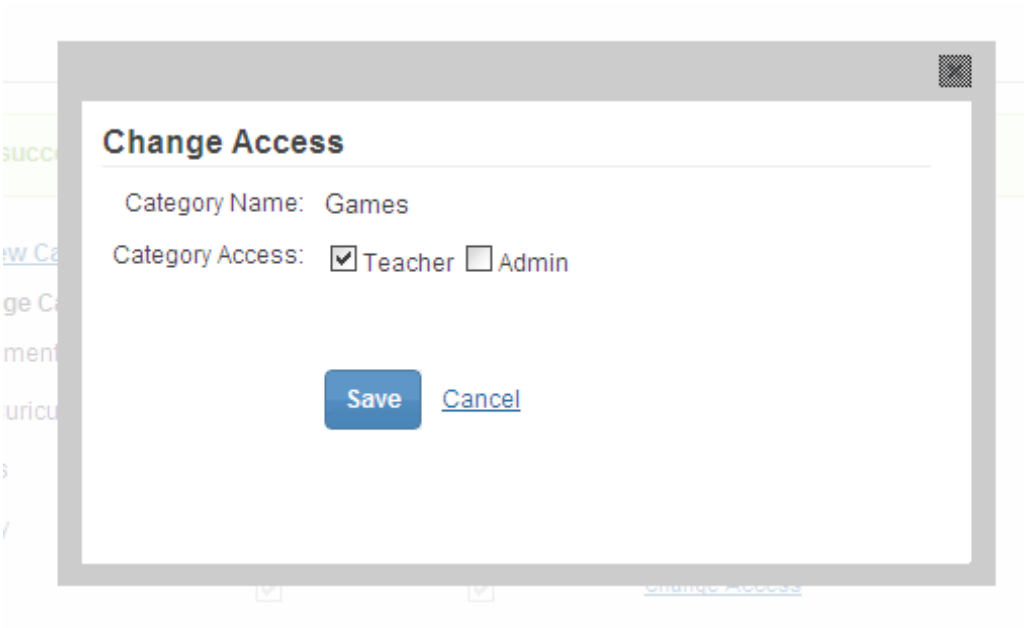

Image 9.2 Change Access screen

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10

Chapter 10. Account

The **Account** module enables you to update profile settings for the school as well as the school administrator. In this module, you as school administrator can edit school profile, your profile, change password, and choose your secret questions in case you forget your password.

Image 10.1 School Profile screen

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Editing School Profile

1. Click the **School Profile** link from the left pane. Your school's account details, such as logo, title, and contact info are displayed on the right of the screen.
2. Click the appropriate edit links to edit the required information.

Image 10.2 Edit School Profile screen

Editing Self Profile

1. Click the **My Profile** link from the left pane. Your account details, such as basic info, profile picture, and contact info, are displayed on the right of the screen. You can also change your email id and phone no from here.
2. Click the appropriate edit links to edit the required information.

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Image 10.3 Edit Self Profile screen

Changing Password

1. Click the **Change Password** link from the left pane. The **Change Password** screen with appropriate fields gets displayed on the right of the screen.
2. Provide the current password and new password twice. The new password should be at least 6 characters long.
3. Click **Save** to effect the changes.

Choosing Secret Questions

1. Click the **Account Settings** link from the left pane. The **Account Settings** screen with 2 dropdowns for choosing the required questions gets displayed on the right of the screen.
2. Pick the questions of your choice and provide the appropriate answers.
3. Click **Save** to effect the changes.

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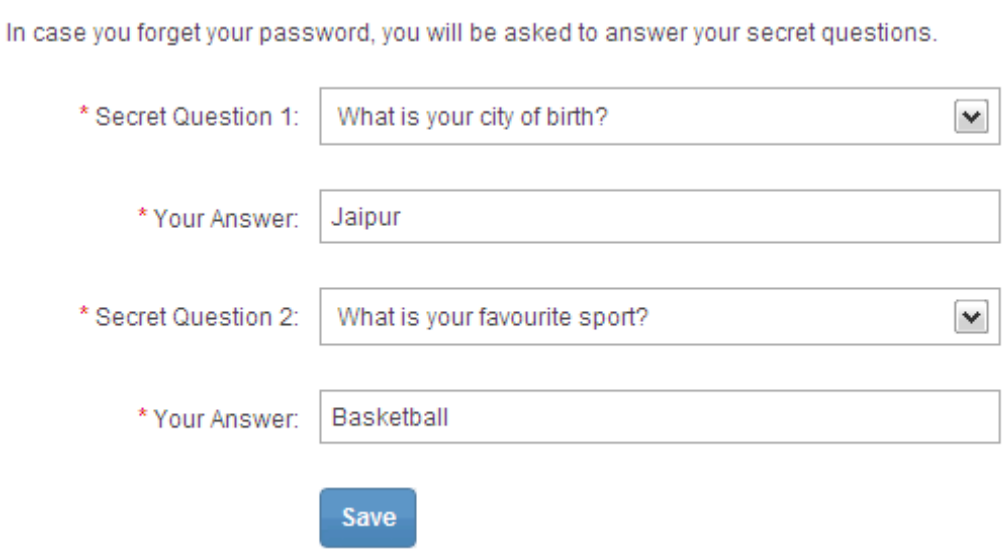
In case you forget your password, you will be asked to answer your secret questions.
* Secret Question 1:
What is your city of birth?
* Your Answer:
Jaipur
* Secret Question 2:
What is your favourite sport?
* Your Answer:
Basketball
Save

Image 10.3 Choose Secret Questions screen

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Chapter 11. Reports

The **Reports** module hosts links to different kind of useful reports. There are several other useful reports, such as the Announcements report detailing the number of announcements made by various roles on various topics at different times. There are reports for bringing out the statistics for test attempts, assignments, and messages as well.

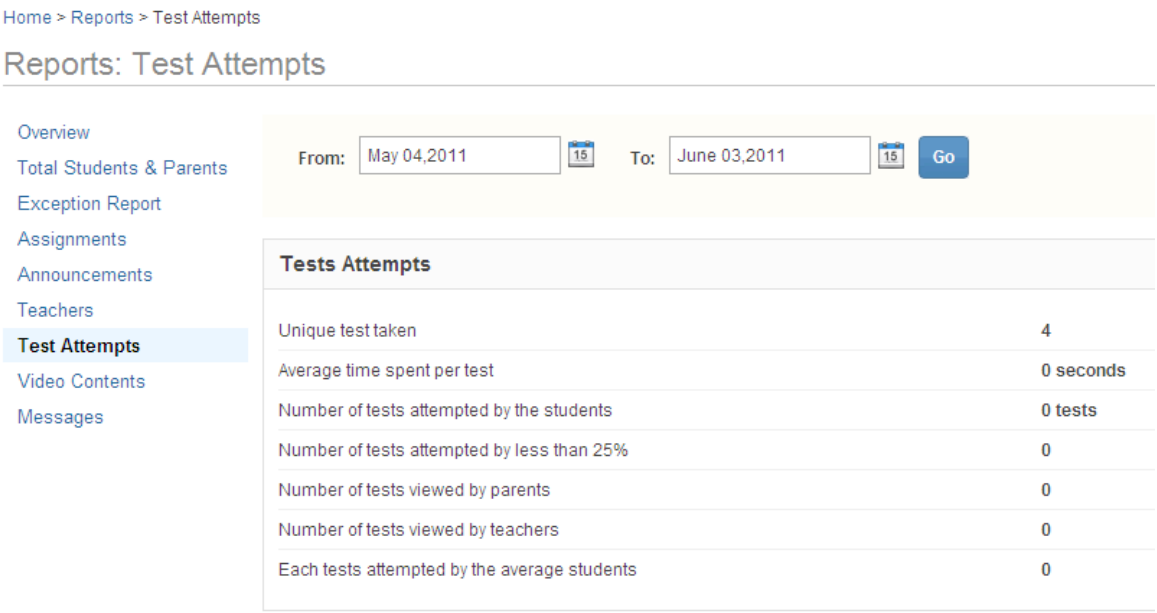

Image 11.1 Reports screen

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Chapter 12. Marks

Marks Module

The Marks module is an advanced feature and it enables teachers to give away the exam scores to their students online. For doing this, you as the school administrator have to activate this feature for the teachers. You have to activate the class sections, which can use this feature and all teachers for all subjects of that class section can use the online EducompOnline application to provide marks for their subjects against each student entry. Here are the required steps:

Activating Marks for Grades

1. Click the **Activate Marks for Grades** link on the left pane.
2. Select the current academic year from the **Academic Year** drop-down box.
3. Select the sections against each class for which online marks management needs to be activated.
4. Select the exam structure for each class.
5. Click **Save**.

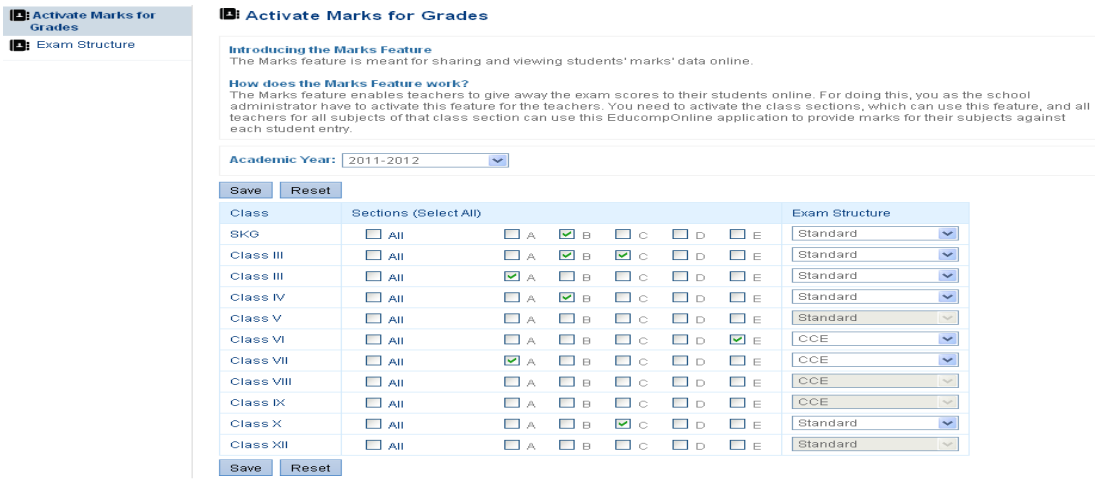
Activate Marks for Grades
Exam Structure
Activate Marks for Grades
Introducing the Marks Feature
The Marks feature is meant for sharing and viewing students' marks' data online.
How does the Marks Feature work?
The Marks feature enables teachers to give away the exam scores to their students online. For doing this, you as the school administrator have to activate this feature for the teachers. You need to activate the class sections, which can use this feature, and all teachers for all subjects of that class section can use this EducompOnline application to provide marks for their subjects against each student entry.
Academic Year: 2011-2012
Save
Reset
Class
Sections (Select All)
Exam Structure
SKG
Class III
Class III
Class IV
Class V
Class VI
Class VII
Class VIII
Class IX
Class X
Class XII
All
A
B
C
D
E
Standard
CCE
Save
Reset

Figure 1: Activate Marks screen

Exam Structure

The Exam Structure screen is used to customize the marking system for each class.

Each class will either have a CCE or Standard exam structure. Based on the exam structure that you had selected for a class, click on the appropriate link below to understand how the exam structure can be customized:

- CCE
- Standard

Exam Structure – CCE

The CCE exam structure has two parts namely the scholastic and co-scholastic area.

Viewing or Updating the Exam Structure Details of the Scholastic Area

To view or edit the exam structure details of the scholastic area for a class:

1. Click the **Exam Structure** link on the left pane.
2. Select the class (for which you want to view or update the exam structure details) from the **Class** drop-down box.

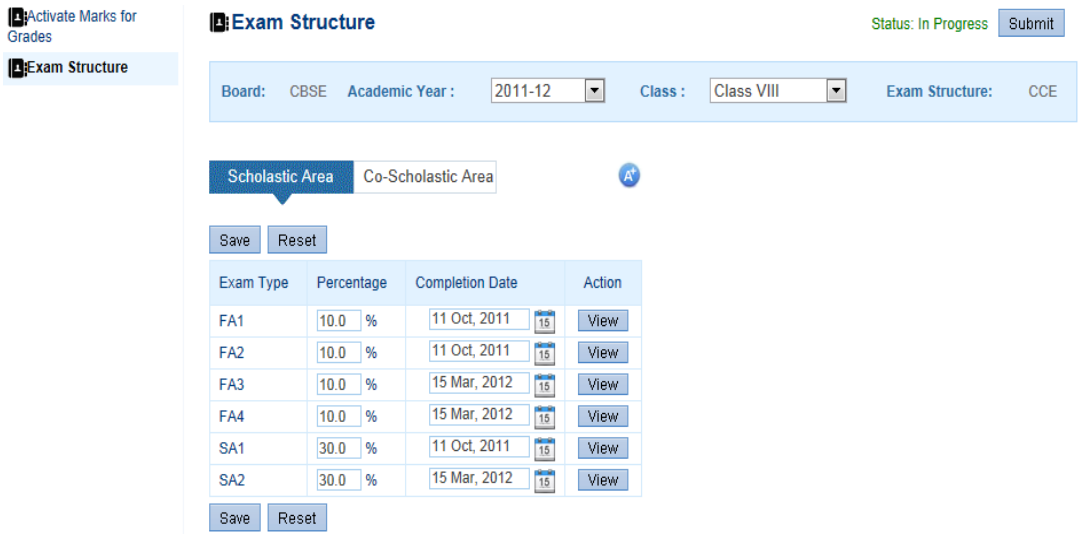

Figure 2: Scholastic Exam Structure screen

3. Update the **Percentage** and **Completion Date** for each exam type. (Note: Make sure that the sum of percentages of all the exam types adds to 100.)
4. Click **Save**.

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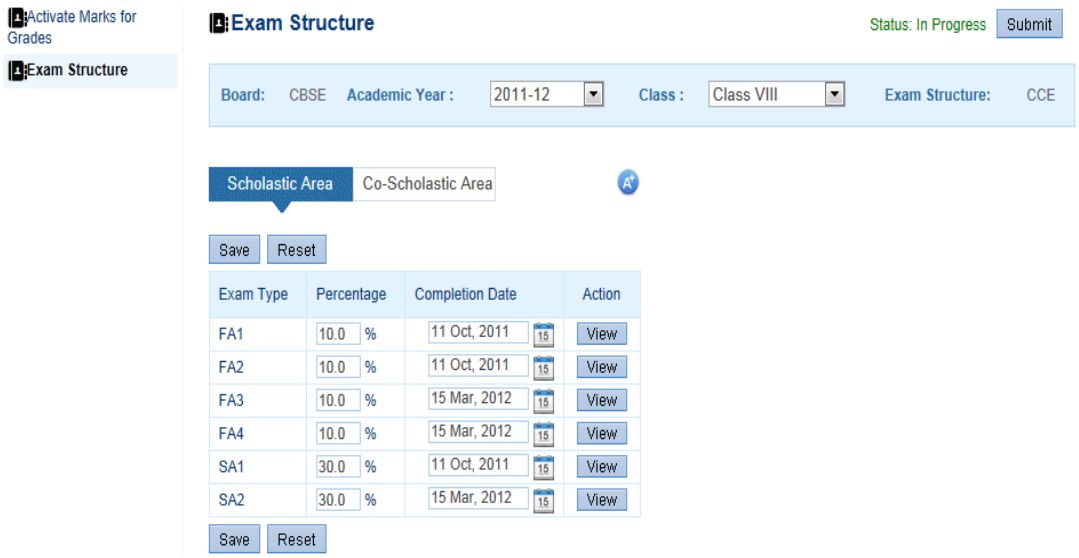

Figure 3: Scholastic Exam Structure screen

5. In the **Confirm Action** pop-up box, select the classes for which you want to update the exam structure details. In this pop-up box only **CCE** classes displayed, which are activated from **Activate Marks for Grades** tab.

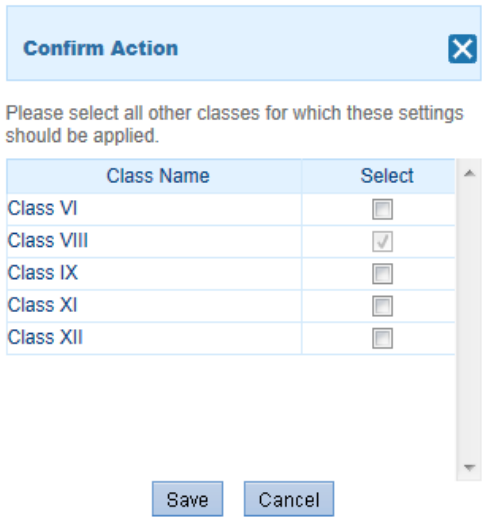

Figure 4: Confirm Action screen

6. Click **Save**. A confirmation message will be displayed on the top of the main screen.

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Viewing the Grading Structure of Scholastic Exams

1. Click the **Exam Structure** link on the left pane.
2. Click on Grading Structure button **(A+)**.

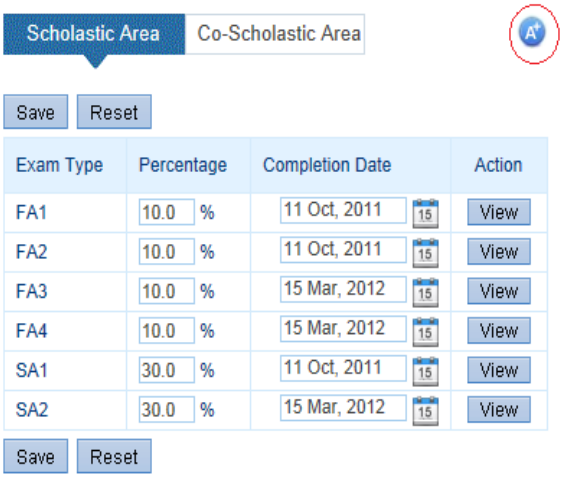

Figure 5: Grading structure button

Viewing or Updating Formative Assessment Details

To view or update the formative assessment details for a class:

1. Click the **Exam Structure** link on the left pane.
2. Select the class (for which you want to view or update the formative assessment details) from the **Class** drop-down box.
3. Click on the **View** button against a Formative Assessment exam type (FA1, FA2, FA3 and FA4).

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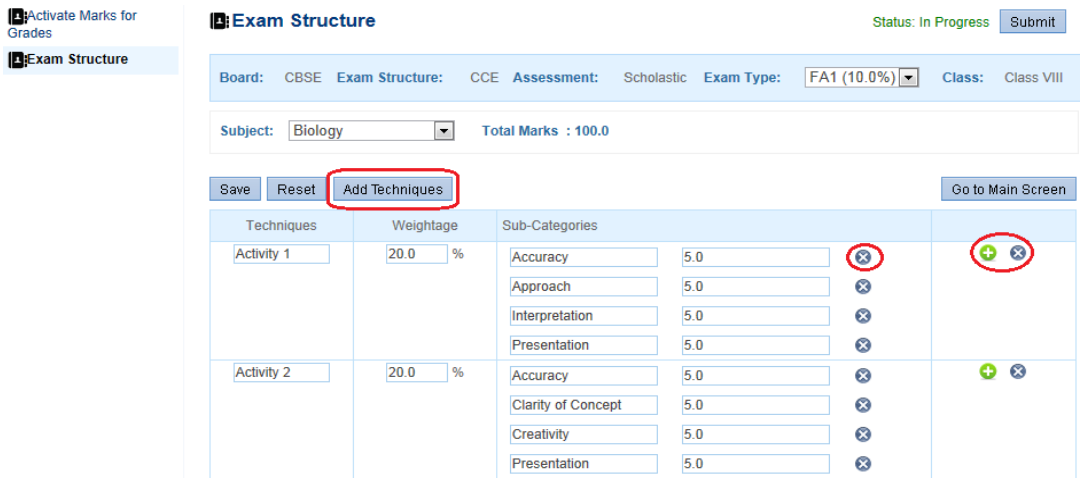

Figure 6: FA Exam Type screen

4. In the **Exam Structure** screen, select a **subject** from Subject drop-down box. All the techniques with their corresponding sub topics will be displayed.
3. Click on **Add Techniques** button to add a new technique.
4. Click on button with the '**+**' symbol to add new sub-categories.
5. Click the button with the **X** symbol against a sub category to delete the sub category.
6. Click the buttons with the **X** symbol in the last column to delete techniques.
7. After making the required updates, click **Save**.
8. In the **Confirm Action** pop-up box, select the classes for which you want the updates to be made.
9. Click **Save**. A confirmation message will be displayed.
10. You can also **Reset** the settings before saving the techniques.

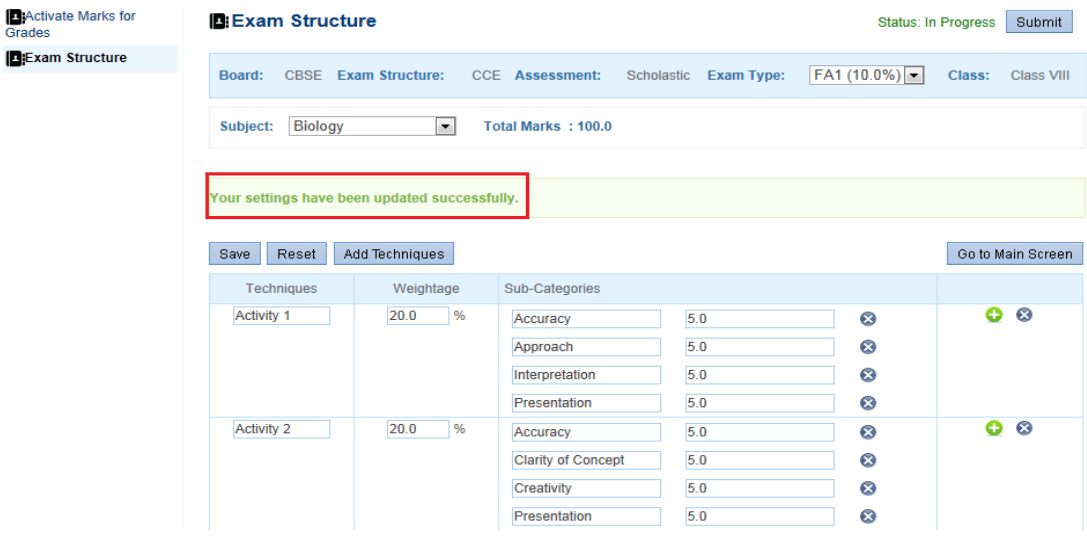

Figure 7: FA Exam Type screen

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Viewing or Updating Summative Assessment Details

To view or update summative assessment details for a class:

1. Click the **Exam Structure** link on the left pane.
2. Select the class (for which you want to view or update the summative assessment details) from the **Class** drop-down box.
3. Click the **View** button against the **Summative Assessment** exam type (SA1, SA2).

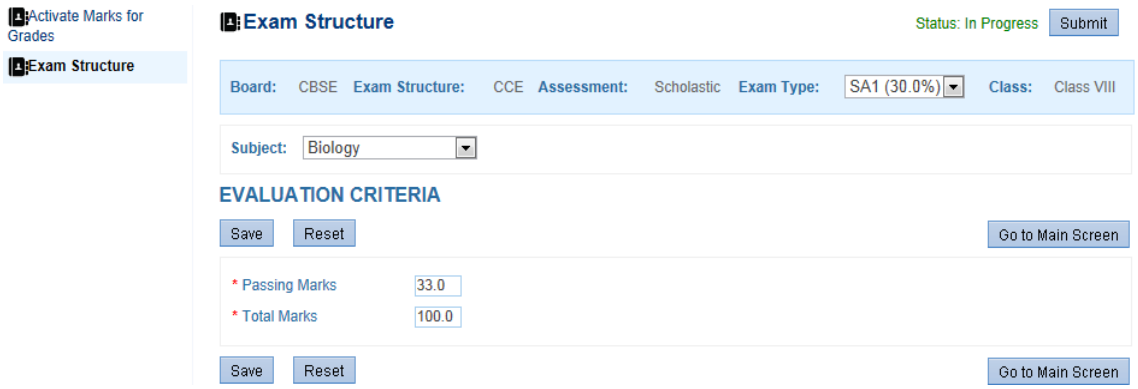

Figure 8: SA Exam Type screen

4. To update Evaluation Criteria, select a subject from the **Subject** drop-down box.
5. Enter the passing marks and total marks.

6. Click the **Save** button. A confirmation message will be displayed.

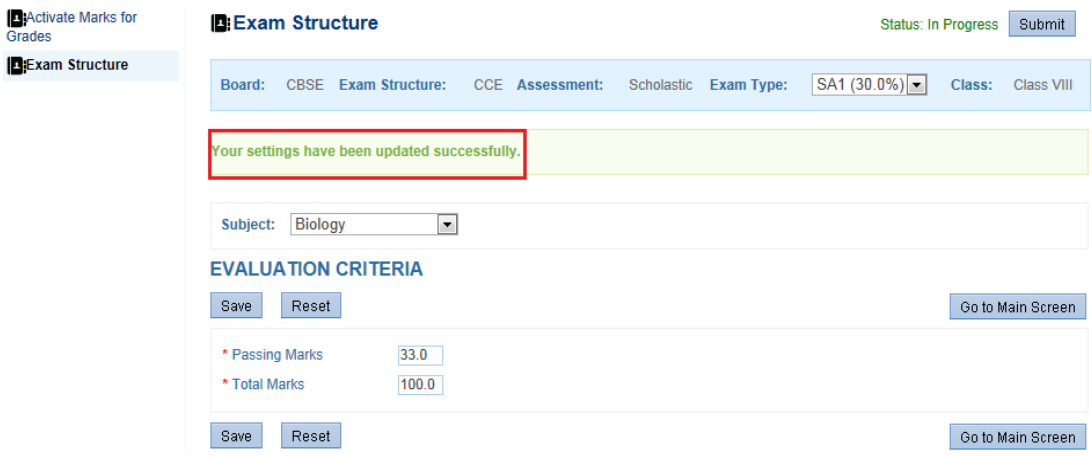

Figure 9: SA Exam Type screen

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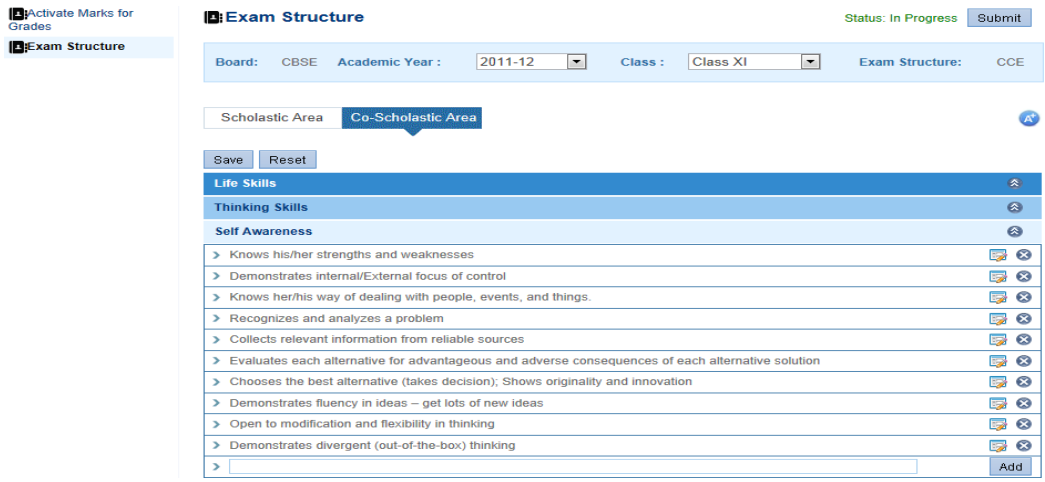
Viewing or Updating Co-Scholastic details

To view or update co-scholastic details for a CCE exam structure:

1. Click the **Exam Structure** link on the left pane.
2. Select the class (for which you want to view or update the co-scholastic details) from the **Class** drop-down box.
3. Click the **Co-Scholastic** tab. In the co-scholastic area, there are categories/ sub-categories for which descriptors can be added, edited or deleted.
4. To edit an existing descriptor, click the icon next to the descriptor.
5. To add a new descriptor, type the name of the descriptor in the blank field at the end of every selected category and click the **Add** button next to the field.



6. To delete a descriptor, click the button with the **X** symbol next to a descriptor.
7. After making the required updates in the co-scholastic area, click the **Save** button. The **Confirm Action** pop-up box will be displayed.
8. Select the classes for which the new settings should be applied. Click **Save**. A confirmation message will be displayed. In this pop-up box only **CCE** classes displayed.

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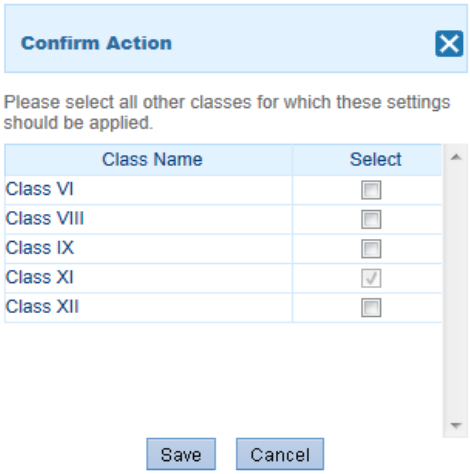
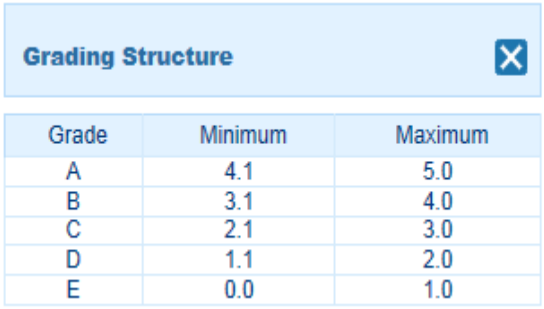


Viewing Grading Structure of Co-Scholastic Exams

1. Click the **Exam Structure** link on the left pane.
2. Click the **Co-Scholastic Area** tab.
3. Click on Grading Structure button (A+). This opens the grading structure screen.



Grade	Minimum	Maximum
A	4.1	5.0
B	3.1	4.0
C	2.1	3.0
D	1.1	2.0
E	0.0	1.0

Viewing or Updating Standard Exam Structure Details

To view or update the standard exam structure details for a class:

1. Click the **Exam Structure** link on the left pane.
2. Select the class (for which you want to view or update the standard exam structure details) from the **Class** drop-down box.

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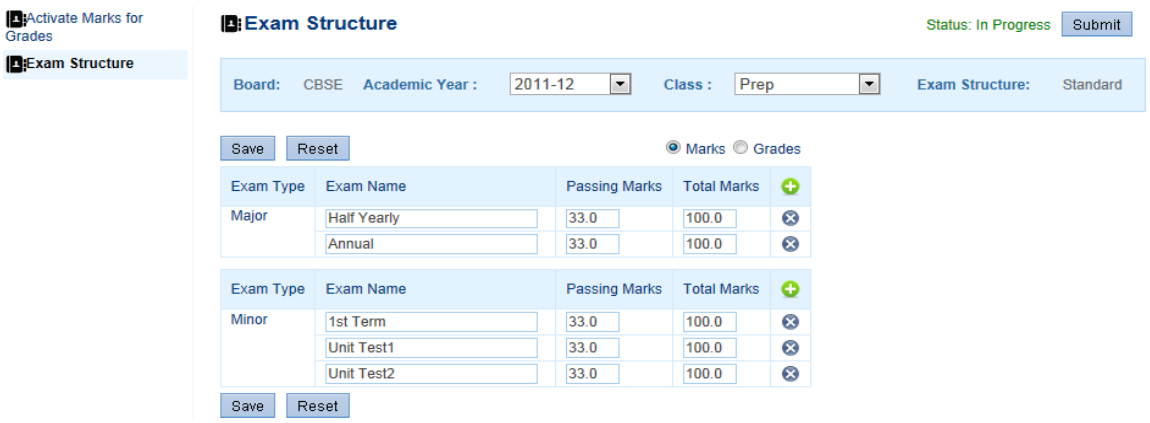

Figure 10: Standard Exam Structure screen

4. Select the **Marks** radio button if you want the exam structure to have a marking system. Select the **Grades** radio button if you want the exam structure to have a grading system.
5. Irrespective of the system you have selected, to add a new exam to an exam type, click the button with the **+** symbol against the exam type. This will add a new exam to the exam type. Specify the details of the new exam and click **Save**.
6. To delete an exam from an exam type, click the button with the **X** symbol next to the exam that you want to delete.

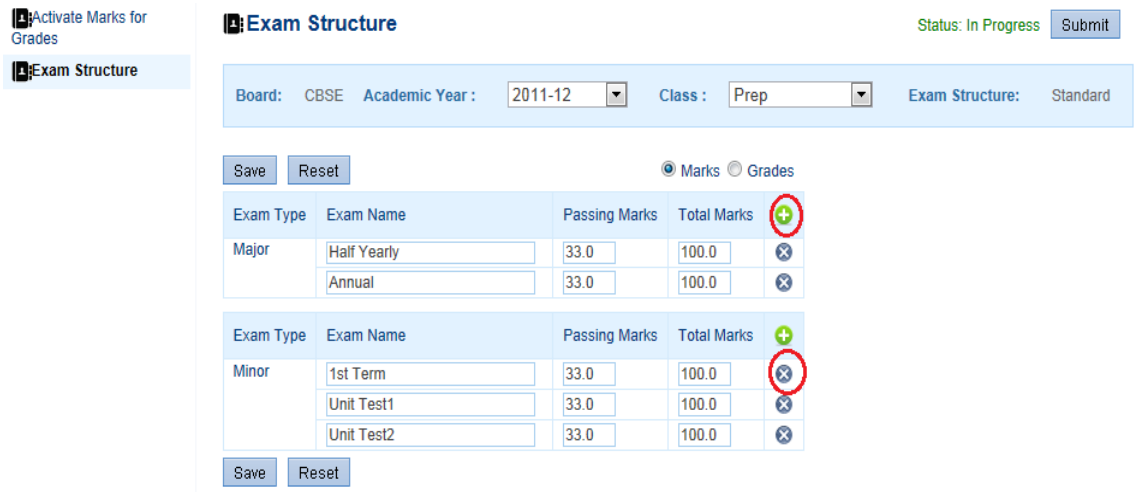

Figure 11: Standard Exam Structure screen

7. After making the required updates in the standard exam structure area, click the **Save** button. The **Confirm Action** pop-up box will be displayed.

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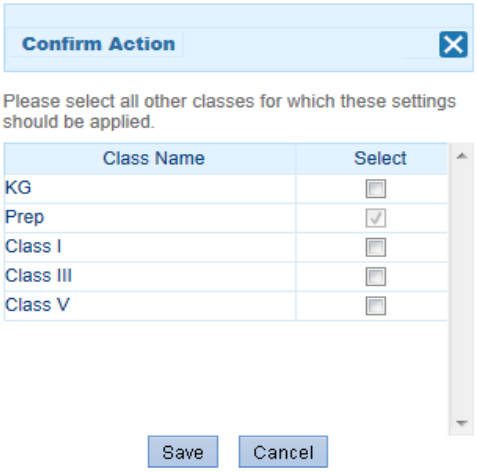
8. Select the classes for which the new settings should be applied. Click **Save**. A confirmation message will be displayed. In this pop-up box only **Standard** classes displayed.



For approving Exam Structure

Now after making changes as per requirement, you as a School Administrator have to **Submit** this **Exam Structure** for approval from the School Principal.

- ➔ Click on **Submit** button to send this exam structure to the principal for approval, Confirm Action pop-up box will display on the screen.
- ➔ Click on **Ok** button to submit the exam structure.
- ➔ Else click on **Cancel** button, if you do not want to submit the exam structure.

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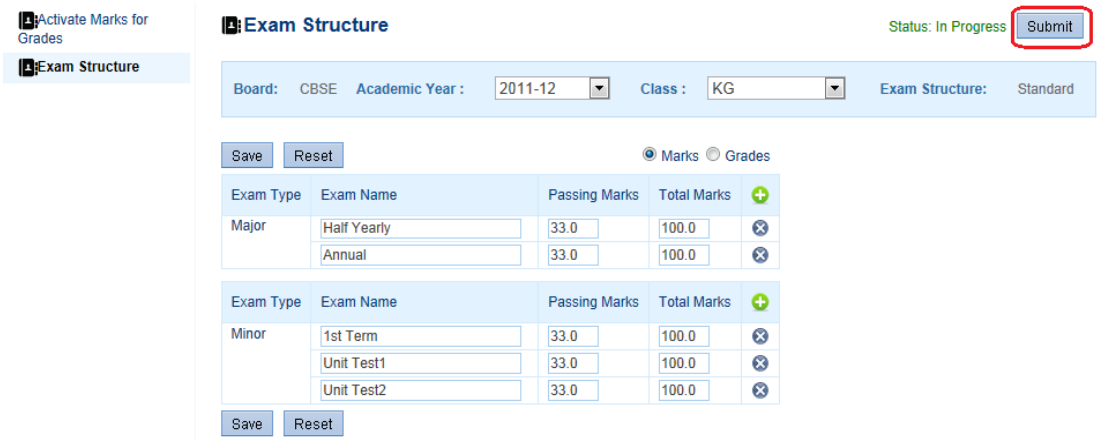
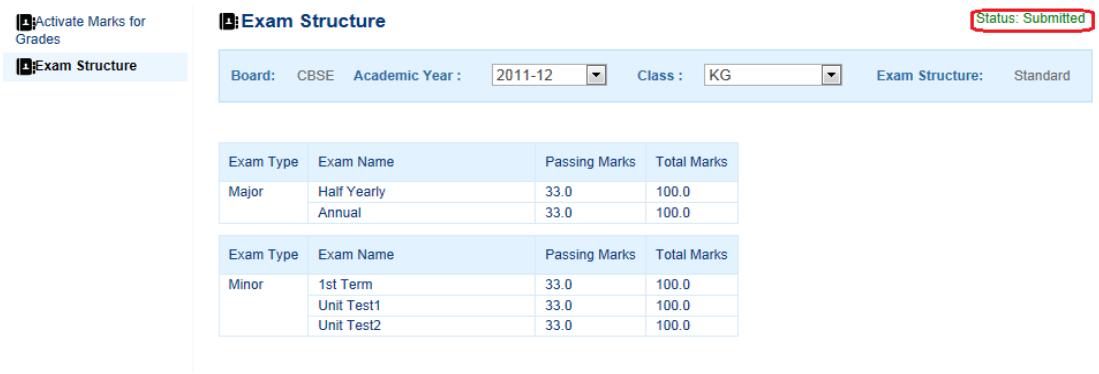


Figure 12: Submitting Exam Structure screen

- ➔ After submission of this exam structure, all screens in **Exam Structure tab** become in **view mode**.
- ➔ Also the status of the page changes to **Submitted**.



- ➔ A **message** is also sent to the Principal for **submitted** exam structure.
- ➔ Now you have to wait till principal review the exam structure and provide some **action** against it.
- ➔ If principal finds exam structure as per requirement then he/she can **approve** it and exam structure for all classes becomes in **view mode permanently**.
- ➔ And if principal finds that exam structure is not correct then he/she can **reject** this exam structure.
- ➔ Now, you have to again rework on this **rejected** exam structure. You can also view the **rejection comment** from principal if commented by him/her by clicking on '**X**' button.

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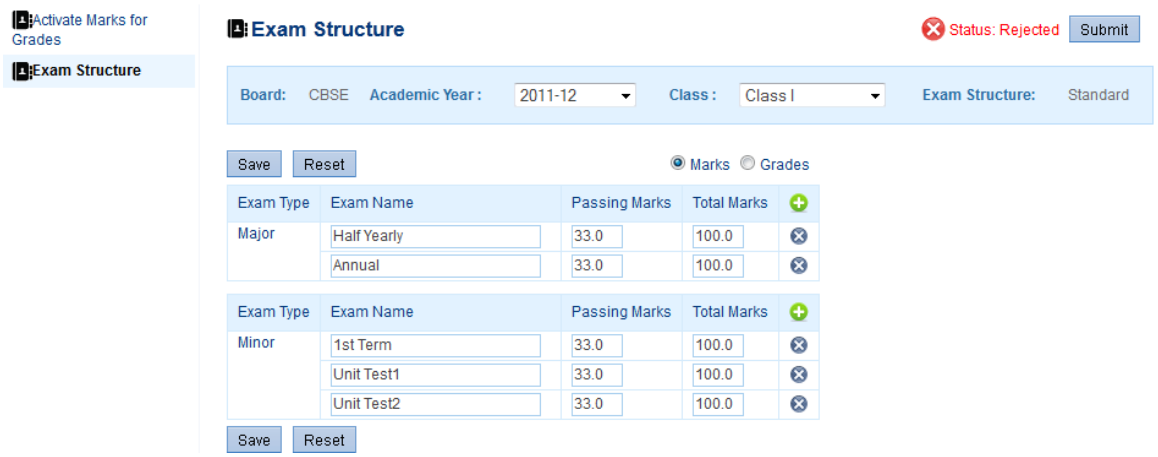
➔ For every case that is for '**Rejection**' or '**Approval**' a **message** will be received by School Admin. If Principal rejects the exam structure then a message for rejection is received by the School Admin and same case for approval of exam structure.



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Chapter 13. Calendar

The **Calendar** module lets you create calendar events and view calendar in weekly, monthly, and agenda views. As the school administrator, you can create calendar events meant for Teachers, Students, Parents, or all.

The **View Calendar** and **Create Event** links display and create calendar events respectively.

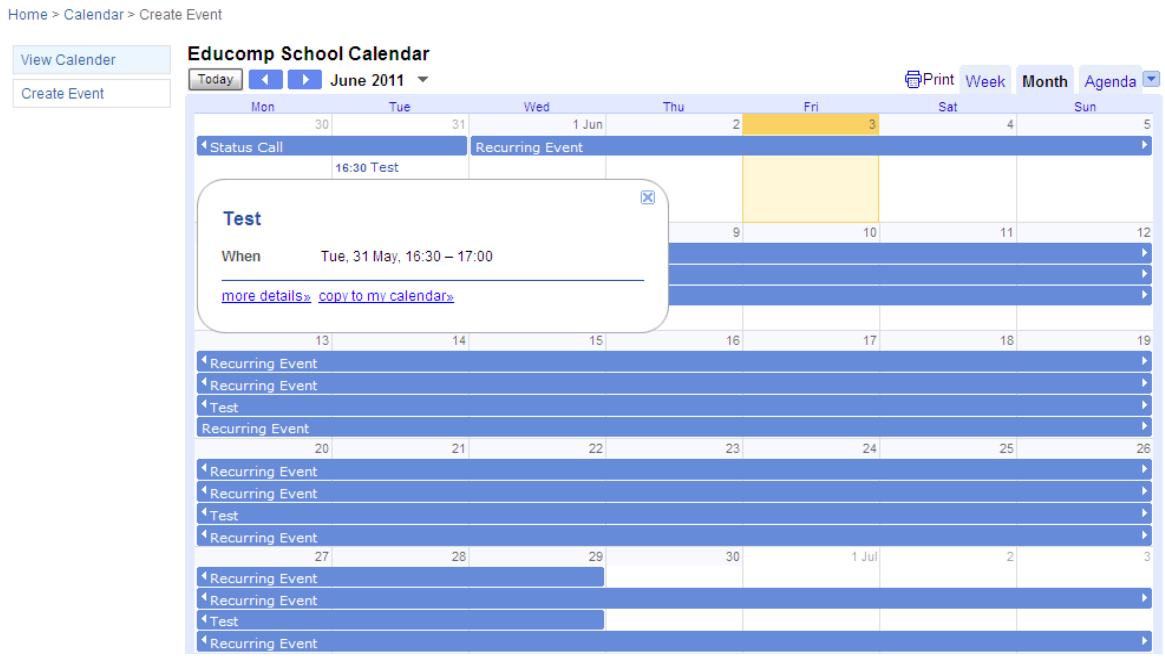

Image 13.1 View Calendar screen

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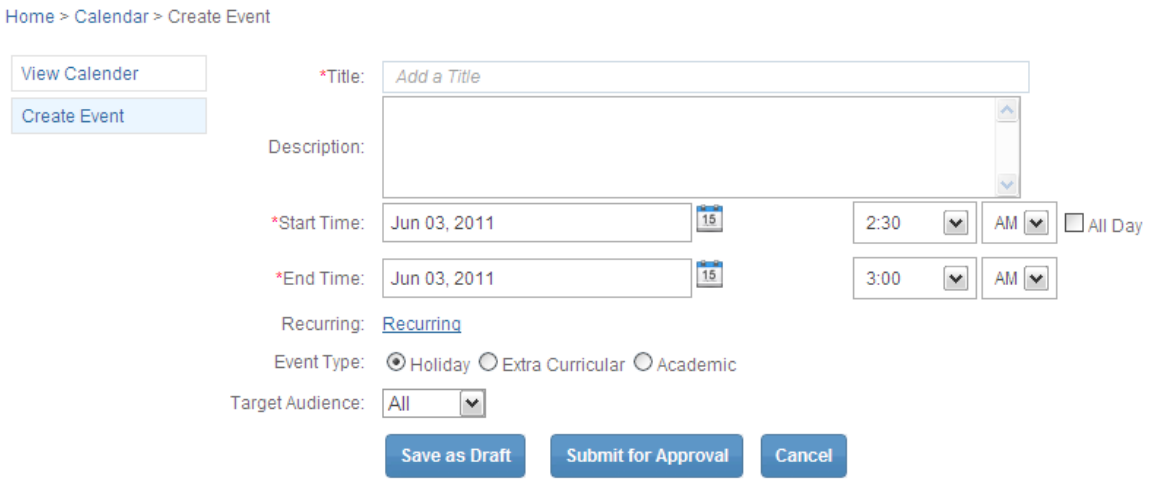

Image 13.2 Create Event screen

The events you create here are submitted with the Principal for his approval. Once the Principal approves the submissions, the events get displayed in other user logins.

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Chapter 14. Attendance

The **Attendance** module is an advanced functionality that enables a school administrator to give him or teachers the privilege to mark student attendance online. This involves activating attendance for grades, assigning class teachers, granting attendance rights, and marking attendance.

As a student administrator, you can also update students' list and view student attendance reports. Here are the steps:

Activating Attendance for Class Sections

1. Click the **Activate Attendance for Grades** link.
2. Select the sections for which you wish to activate attendance using the appropriate checkboxes.
3. Click **Save** to effect the changes made above. Now, you can mark online attendance for the selected class sections.

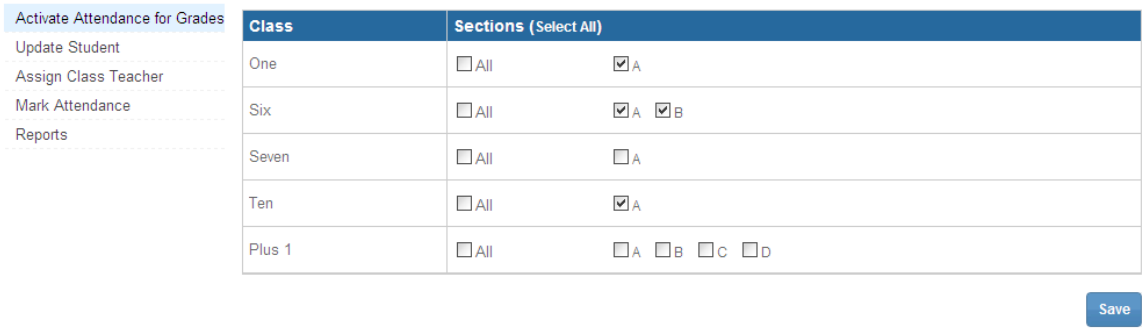

Image 14.1 Activate Attendance screen

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Updating Students List

The **Update Student** screen enables you to download and upload list of students for easy reference. You must download a list first and use the same format to upload the file after making appropriate changes, if and as required. Use the fields available under **Update Student** screen to maintain this file.

Note: It is mandatory to fill all the students' name to activate the attendance process of a particular class-section.

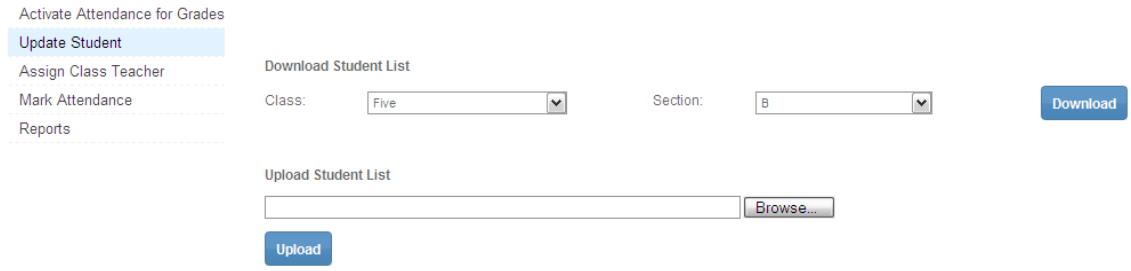

Image 14.2 Update Student screen

Granting Attendance Rights

1. Click the **Assign Class Teacher** link.
2. Select the teacher you need to assign as the class teacher for a particular class section using the **Assign Class Teacher** dropdown. Or, select **RC** for a particular class section to assign the attendance rights to you.
3. Click **Save** to effect the changes made above. Now, only the selected class teacher or you can mark attendance online for the selected class section(s).

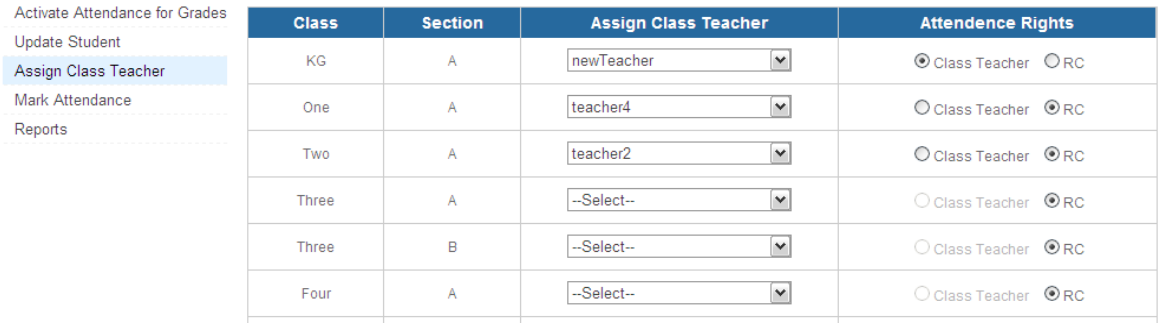

Image 14.3 Attendance Rights screen

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Marking Attendance

You can mark attendance for the class sections for which you have the required rights.

1. Click **Mark Attendance** link from the left pane to open the **Mark Attendance** screen.
2. Click the class name from the top panel. The section names drop down.
3. Click the section name for which you wish to mark attendance. The list of students under the selected class section appears at the centre.
4. Select the date for which you wish to mark attendance for the selected class section. By default, the current date is displayed. Click **Go** if you change the date from the default date.
   Note: Here, you can click the View link next to a student record to view the attendance records for that particular student in another window. It's a small but useful report that shows number of school days and number of days the student was present and absent.
5. Select **P** or **A** from the **Attendance** column to mark a student **Present** or **Absent**.
   Note: The students marked absent get listed in the list of absentees in extreme right. You have the facility to selectively send a message to the parents of these absentees. Just select the absentees whose parents you wish to send messages to and click **Send Message**.
6. Click **Save** to save the attendance record for the selected date.

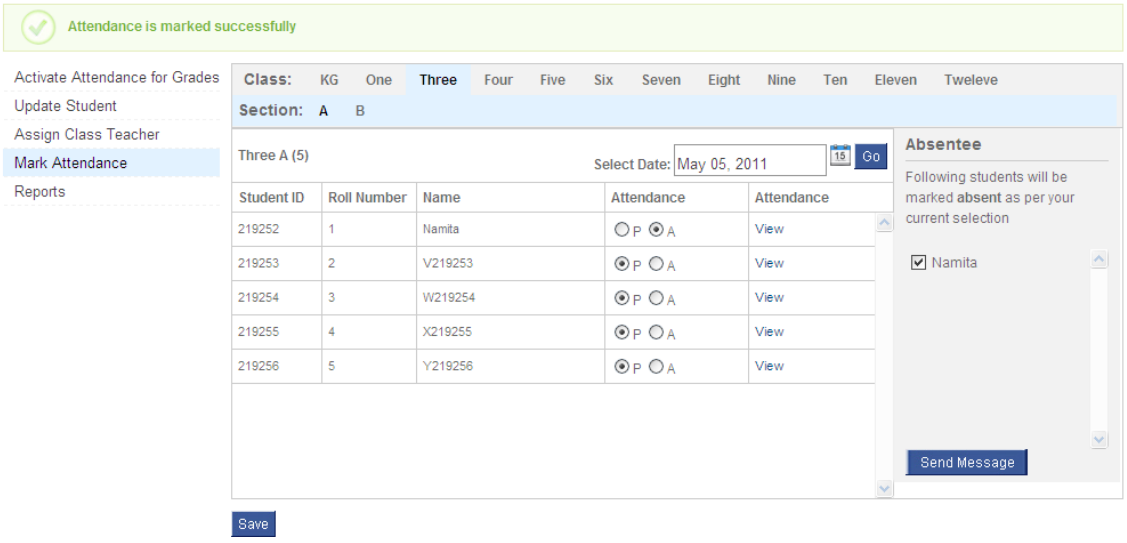

Image 14.4 Mark Attendance screen

Viewing Reports

You can view attendance report per class from the Reports screen. To do so:

1. Click the **Reports** link in the left pane.
2. Select class and the date range from the fields available in the right pane.
3. Click **Go** to bring results in the area below.

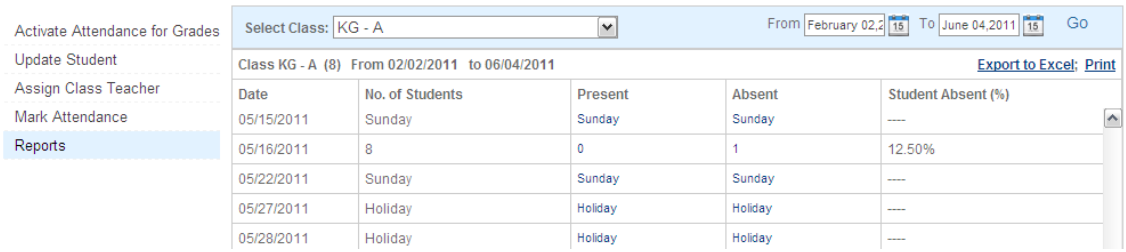

Image 14.5 Attendance Report screen

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Chapter 15. School Website

The **School Website** module is an advanced functionality for the privileged schools who wish to subscribe to it. It basically lets the school administrator create, update and maintain the school website on its own. The module provides controls to enable updating the design templates, upload various images, and edit content on the website.

Broadly, you can choose what template should be used for your website, what sections (also referred to as features) should the website contain, choose the appropriate font styles, theme, change images, and create/ edit the website content. The Principal user needs to approve the changes in website made by you. He can also reject the changes if he needs improvements.

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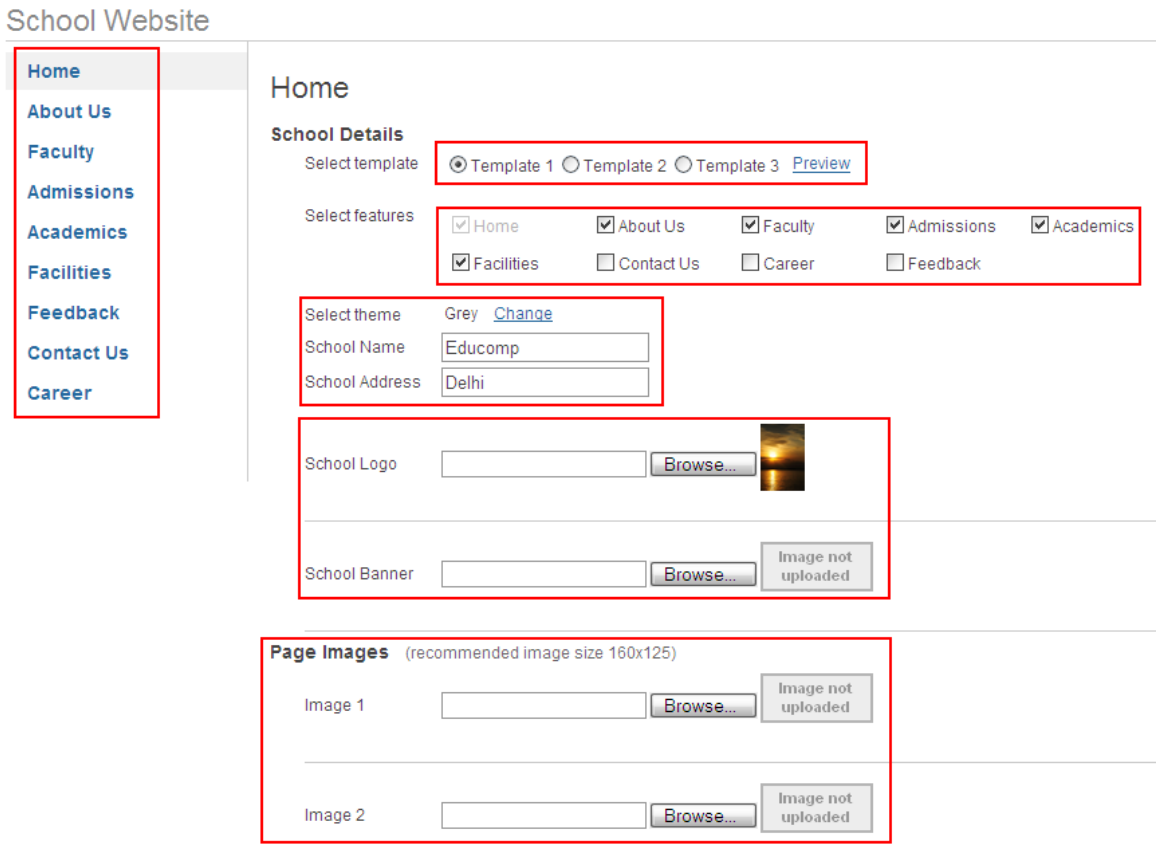

Image 15.1 School Website screen

To effect the desired changes, use the controls provided and click Save. You can also preview the changes before and after submission on the live server, using the available buttons.

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Chapter 16. Add Principal Login

The **Add Principal Login** module lets you manage principal login details.

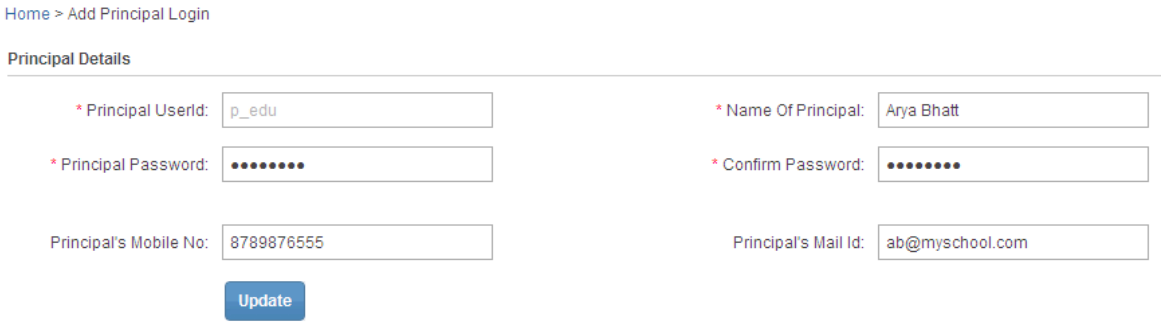

Image 16.1 Add Principal Login screen